DOCUMENT RESUME

ED 212 781 CE 031 154

AUTHOR Kromhout, Ora M.; And Others
TITLE A Guide to Employability Skills Materials.
INSTITUTION Florida State Univ., Tallahassee. Career Education Center.
SPONS AGENCY Florida State Dept. of Education, Tallahassee. Div. of Vocational Education.
PUB DATE 75
NOTE 83p.; For related documents see CE 031 155-166.

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Adult Education; Annotated Bibliographies; *Career Education; Competency Based Education; *Educational Resources; *Employment Potential; High Schools; *Instructional Materials; *Job Skills; Learning Disabilities; Motivation; Reading Difficulties; Reference Materials; Resource Materials; Secondary Education; Spanish; State Standards
IDENTIFIERS Florida

ABSTRACT

This guide identifies existing employability skills materials and provides annotations to assist the reader in selecting materials. To assist Florida educators in relating employability skills to educational goals, Florida goals and standards are presented. A Topic Index to Titles first provides a topic outline of skills areas based on The Florida Catalog of Occupational Education Objectives: Employability Skills. Titles of materials are grouped by media. Materials here (and throughout the guide) are coded to indicate Spanish availability; low reading ability; and learning disabilities or low motivation, or both. The annotations section--the heart of the guide--groups materials by media: cassettes, films, filmstrips, Florida materials, games, kits, print (aptitude and interest inventories, periodicals, professional materials, student materials), and transparencies/spirit masters. Annotations include name of publisher or source, grade level, brief description, and price and date of publication whenever this information is available. Materials are suitable for senior high school students unless otherwise indicated. Other contents of the guide include (1) listings of free and inexpensive materials, helpful names and addresses, and Florida B2 modules related to employability skills; (2) publishers' addresses; and (3) title index. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED212781

A Guide to Employability Skills Materials

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

David McOuat

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

This public document was promulgated at an annual cost of $3758.60 or $0.752 per copy to provide educators with information about employability skills materials for secondary students and adults.

Authorization for reproduction is hereby granted to the State System of Public Education as defined in 228.041(1), Florida Statutes. No authorization is granted for distribution or reproduction outside the State System of Public Education without prior approval in writing.
© 1975, Florida Department of State.

Sponsored By:

FLORIDA DEPARTMENT OF EDUCATION

Commissioner **Ralph D. Turlington**

DIVISION OF VOCATIONAL EDUCATION

Director **Joe D. Mills**

Produced By:

THE CAREER EDUCATION CENTER, FLORIDA STATE UNIVERSITY

Director **Dr. Robert L. Lathrop**
Curriculum Development Division Coordinator **Romeo M. Massey**
Information Services Division Coordinator **Margaret Winkler**
Publications Division Coordinator **Mary Anne Kidd**
Visual Communications Division Coordinator **William J. Kidd**

EMPLOYABILITY SKILLS DEVELOPMENT STAFF

Curriculum Team Leader **Ora M. Kromhout**
Margaret Heath
Richard Kirschbaum
Eleanor D. McMurtrey
Hazel Everett Pittman
Mary K. Price

Design Director **Lynn Rogers**
Administrative Librarian **Patricia H. Wershow**
Editor **Marilyn Fowler**

Acknowledgments

The writers would like to express their appreciation to the two committees that helped immeasurably with their advice and comments in the development of this guide.

The teacher consultants from Leon and Wakulla counties who helped field test the guide are: Mr. Don Brubaker, Industrial Arts; Mr. Roger Butler, Industrial Arts; Ms. Judy Caprio, Language Arts; Mr. Denzil Gray, Welding; Ms. Betty Lou Joanos, Home Economics; Ms. Helen Kelly, Business Education; Ms. Bertie Nichols, Guidance and Counseling; Ms. Wilnette O'Rourke, Work Experience/Diversified Cooperative Training; Mr. Jesse Quigg, Work Experience; Mr. Russell Quigg, Diversified Cooperative Training; Mr. Will Veal, Social Studies.

Members of the Advisory Committee are: Mr. Dale Ake, Ms. Andrea Barrett, Ms. Elizabeth Cunningham, Mr. Jim Davis, Dr. Margaret Ferqueron, Mr. Ron Jeffries, Mr. Joe Kirkland, and Ms. Gail Trapnell.

The writers have attempted to provide a fairly extensive listing of existing materials related to employability skills; undoubtedly, some excellent resources have been missed, and new ones are constantly becoming available.

Inclusion of materials in ***A Guide to Employability Skills Materials*** is not to be considered an endorsement of a product, producer or approach by the Career Education Center, Florida State University, or the Florida Department of Education.

Table of Contents

Introduction 1

Florida Goals and Standards Pertinent to Employability Skills 5

Topic Index to Titles 7
Choosing an Occupation 10
Locating Potential Employers 11
Securing Initial Information 12
Applying for a Job 13
Interpersonal Relations 14
Work Habits 15
Personal Habits 16
Supportive Skills: Communication, Computations 17
Career Development 18

Annotations 19
Cassettes 21
Films 23
Filmstrips 29
Florida Materials 37
Games 41
Kits 43
Print
Aptitude and Interest Inventories 47
Periodicals 49
Professional Materials 53
Student Materials 55
Transparencies/Spirit Masters 61

Free and Inexpensive Materials 65

Helpful Names and Addresses 71

List of Florida B2 Modules Related to Employability Skills 75

Publishers' Addresses 77

Title Index 83

Introduction

What Are Employability Skills?

Almost all students at some time in their lives are concerned with getting and keeping a job. You as an educator may play an integral part in this important aspect of a student's education, particularly if you will be dealing with secondary students who are ready to make decisions about their future and need to develop good employability skills. These skills include such abilities as choosing an appropriate occupation, locating and applying for a job, maintaining a good relationship with supervisors and co-workers, and having good work habits.

Who Teaches Employability Skills?

Many educators teach employability skills in a variety of instructional settings. Employability skills are sometimes taught as a separate course, minicourse, or workshop. These formats are particularly useful for the student who is about to seek his or her first job. Such courses may be taught by one person, or a team approach may be used which combines the skills and resources of faculty from many departments. Another approach is to integrate the skills into other courses and curricula. The following is a list of examples of employability skills taught by educators of particular disciplines. The list should not be thought of as a limitation on the kinds of educators who should be involved, or on the skills with which they are concerned; it is intended to stimulate further ideas on developing employability skills in all students.

Guidance counselors.

Aptitude and interest inventories; occupational information; decision-making skills; career development and advisement; interpersonal relations.

English teachers.

Filling out application forms; work-related vocabulary development; letters of inquiry and application; interviewing skills; reading, listening, and speaking skills; giving and following instructions.

Mathematics teachers.

Basic operations; work-related computational skills; personal finance including budgeting, tax computation, cost of credit, interest calculations.

Physical education teachers.

Health habits; appearance.

Vocational teachers, cooperative program coordinators, occupational specialists, placement officers.

All employability skills.

Background and Purpose of the Guide to Employability Skills Materials

Recognizing the importance of employability skills for all students in Florida, the Florida Department of Education has sponsored several projects to assist educators interested in this subject.

The Employability Skills Guide for Work Experience Programs, published in 1971, lists performance objectives, learning experiences, resources and methods of evaluation. The ***Guide*** is organized to reach work experience goals.

In the spring of 1971, another project was initiated at Florida A & M University. Its purpose was to develop and field test a catalog of performance objectives and related test items for employability skills. The resulting publication was ***The Florida Catalog of Occupational Education Objectives Series: Employability Skills.*** Both of these publications are useful aids to teachers in developing their own materials.

In September, 1974, a project was begun at the Florida State University Career Education Center to develop and field test curricular materials. As part of that effort, this ***Guide to Employability Skills Materials*** has been developed as another tool for educators to use in developing instructional plans. Its purpose is to identify existing employability skills materials and to provide annotations which will assist the reader in selecting materials.

Introduction

Content of the Guide

The heart of this ***Guide*** is the Annotations section. The annotations, which are grouped by media, include the name of the publisher or source, a brief description, and the price and date of publication whenever this information was available. Spanish availability is marked with a □. The prices listed are based on the best information available as of July, 1975; however, several manufacturers anticipated price changes as early as September, 1975.

The materials included are suitable for senior high school students unless otherwise indicated. Materials marked in this ***Guide*** with a symbol ● have been designated by the publisher as being suitable for students with lower reading level, learning disabilities, or low motivation.

The writers have attempted to provide a fairly extensive listing of existing materials related to employability skills; undoubtedly, some excellent resources have been missed, and new ones are constantly becoming available. Inclusion of any materials in the ***Guide*** is not an endorsement of any product, producer or approach by the Career Education Center, Florida State University, or the Florida Department of Education.

How to Use the *Guide* to Employability Skills Materials

The materials in this ***Guide*** have been indexed by title, by media, and by topic. To locate these indexes, consult the Table of Contents.

The ***title*** index, an alphabetized list of all titles, is located at the back of the ***Guide.***

Since the annotations are grouped by ***media,*** the reader who is interested in looking through descriptions of films, for example, can simply consult the Table of Contents to find that film annotations begin on page 23.

On the other hand, an educator seeking information about materials related to a specific ***skill area*** or ***topic*** should use the Topic Index to Titles, where resources have been keyed to skill areas identified in ***The Florida Catalog of Occupational Education Objectives: Employability Skills.*** For each specific skill area, titles of relevant resources have been listed, along with the page number for each title's annotation. A topic outline of the skills areas is provided at the beginning of the Topic Index to Titles, showing the subtopics included in each topic. As an example of the use of this topical approach, a teacher who wants to find materials relating to job applications would look up this topic in the Table of Contents, then turn to page 13 for a list of titles on that topic, with the page number of the annotation next to each title.

Where to Find Materials and Human Resources

This ***Guide*** provides information for buying or renting specific materials. However, many materials may be available for borrowing from local sources. In addition to the school library, check with other faculty members in academic and vocational departments, including the cooperative programs and the guidance department. Occupational specialists or placement and follow-up offices may have materials or know where they can be found. District career education directors sometimes have collections of materials, and the district media center should be checked for films and other resources. In some counties, a list of locally available materials for employability skills has already been compiled!

Human resources should not be overlooked. Visiting speakers, as well as materials, can often be obtained from governmental agencies, employment services, and personnel directors. For specific topics, such as safety, grooming, interpersonal relations and work habits, think of inviting insurance agents, hairdressers, or private employers. The Florida Department of Commerce provides many employment-related services through field offices, such as the Employment Service and Workmen's Compensation Bureau. The United States Department of Labor and the Armed Forces publish helpful information, usually inexpensive or free, and may have local offices that offer services.

Florida Goals and Standards

Goals

The following information is presented to assist Florida educators in relating employability skills to educational goals. The state educational goals provide the framework for planning and evaluating services provided by institutions of the public education network; these goals have been identified in the policy statement, ***Education Policy for the State of Florida, March 1975.*** This statement, which was approved by the State Board of Education in March 1975, is Phase I of the Education Element of the State Comprehensive Plan. It lists seven goal areas: (1) basic skills, (2) general education, (3) vocational competencies, (4) professional competencies, (5) advanced knowledge and skills, (6) research and development, (7) recreation and leisure skills.

The relevance of employability skills to the state's educational goals may be seen in the first four goal areas. For the convenience of the reader, the wording of these four goal statements is reproduced below.

Goal 1. Basic Skills.

All Floridians must have the opportunity to master the basic skills for communication and computation (listening, speaking, reading, writing and arithmetic). Basic skills are fundamental to success.

Goal 2. General Education.

All Floridians shall have the opportunity to acquire the general education fundamental to career and personal development and necessary for participation in a democratic society. This includes skills, attitudes and knowledge for general problem-solving and survival, human relations and citizenship, moral and ethical conduct, mental and physical health, aesthetic, scientific and cultural appreciation, and environmental and economic understanding.

Goal 3. Vocational Competencies.

All Floridians shall have the opportunity to master vocational competencies necessary for entry level employment by the time they leave full-time education. For persons who continue formal education through advanced or professional programs, vocational competencies will be in areas of professional employment. Vocational education shall be continuously reviewed to assure that Florida's needs for workers are met and that individuals can secure further training needed for career advancement.

Goal 4. Professional Competencies.

Floridians with demonstrated interest, academic background and aptitude shall have the opportunity to acquire professional competencies necessary for employment in a profession and to update their competencies periodically. Programs of professional studies shall be organized to assure that Florida's and society's needs for professionals are met.

Standards

Employability skills may be related to many secondary subject areas, both vocational and academic. This relationship can be seen in some of the subject area accreditation standards in the Florida Department of Education's Elementary and Secondary Standards, Section V, Senior High (1971). Although this state accreditation system was discontinued effective July 1, 1975, and was replaced by a district comprehensive evaluation plan, the standards have been utilized by many districts in their comprehensive plans. The following list of standards pertinent to employability skills may therefore be useful to districts in relating those skills to their comprehensive plans. This list of standards was selected by the writers as being pertinent to employability skills; the list has no official standing. Although the list is limited to vocational subject areas, employability skills may also be related to such academic areas as mathematics, language arts, social studies, and counselor services.

Florida Goals and Standards

1. Counselors
   A. Goals a,c,e
2. Work Experience
   A. All goals
   B. Most standards
3. Industrial Education
   A. Goals a,b
   B. Standards: X.5.225; X.5.227; X.5.232; X.5.234
4. Industrial Arts
   A. Goal c
   B. Standards: X.5.216; X.5.219; P.5.117; P.5.118; P.5.119
5. Home Economics
   A. Goals c,d
   B. Standards: X.5.200; X.5.204; X.5.205; X.5.206; X.5.207
6. Diversified Cooperative Training
   A. Goals a,d,e,f
   B. Standards: X.5.096; X.5.097; X.5.099; X.5.101; X.5.102; P.5.065; P.5.066; P.5.067
7. Distributive Education
   A. Goals a,b,c,d
   B. Standards: X.5.084; X.5.086; X.5.088; X.5.092; X.5.093; P.5.040; P.5.042; P.5.045
8. Business Education
   A. Goals a,b
   B. Standards: X.5.070; P.5.035
9. Agriculture
   A. Goals c,d,e2
   B. Standards: X.5.033; X.5.039
10. Foundation Standards and Goals
    A. Standards: X.5.002 (1); X.5.007 (6); X.5.018 (17); X.5.021 (20); X.5.022 (21)

Topic Index to Titles

□ Spanish availability

● Low reading ability, Learning disabilities or Low motivation

◘ Spanish availability and Low reading ability, Learning disabilities or Low motivation

Topic Outline of Skills Areas*

I. OBTAINING EMPLOYMENT

A. Choosing an Occupation

1. Acquiring Information about Self to be Utilized in Occupational Decision-Making
2. Acquiring Information about Occupations and the World of Work
3. Occupational Choice-Making

B. Locating Potential Employers

1. Knowledge of Available Resources
2. Personal Initiative

C. Securing Initial Information

1. Clarification of Job
2. Securing Information via Interview

D. Applying for a Job

1. General Procedure for Applying for a Job
2. Job Interviews
3. Application Forms and Resumes
4. Pre-Employment Testing

II. MAINTAINING EMPLOYMENT

A. Interpersonal Relations

1. Interpersonal Relations with Superiors
2. Interpersonal Relations with Co-Workers
3. Interpersonal Relations with Customers

B. Work Habits

1. Time Utilization
2. Responsibility
3. Safety and Neatness
4. Use of Instructions
5. Attitude Toward the Job

C. Personal Habits

1. Appearance
2. Finance
3. Social Behaviors

D. Supportive Skills

1. Communication
2. Computations

E. Career Development

1. Up-Grading Job Skills
2. Seeking Promotion
3. Changing Jobs
4. Leaving a Job

*Based on *The Florida Catalog of Occupational Education Objectives: Employability Skills,* published by the Florida Department of Education, March 1973.

Obtaining Employment:
Choosing an Occupation

SUBTOPICS:

Acquiring Information about Self
Acquiring information about Occupations
Occupational Choice-Making

TITLES:

Cassettes

Preparing for an Office Job 21

Films

☐ Are You Ready for a Job? 23
☐ Career Awareness 23
☐ Careers in the Office: Choosing a Job 24
Challenge, Change and Choice 24
● Dropping Out 24
☐ It's Your Future 25
Jobs—How the Brother Feels 26
My First Job Series 26
● Why Not Explore Rewarding Careers? 27
The Women's Prejudice Film 27
The Work Prejudice Film 27
● World of Work Series 27

Filmstrips

● The ABC's of Getting and Keeping a Job 29
Black Americans at Work 29
But What Can a Girl Do? 29
Career Values: What Really Matters to You? 29
Choosing Your Career 30
Discovery 30
◙ Job Opportunities Now 31
Jobs and Gender 31
Jobs for High School Students 32
Preparing for the World of Work 33
Selecting a Vocation 33

Games

Career Games 41
Life Career 41

Kits

Career Directions 43
Compulearn Career Education Program 43
Occupational Exploration Kit 45

Print: Aptitude and Interest Inventories 47

Print: Periodicals

Career World 49
Inform 50
Manpower 50
Occupational Outlook Quarterly 50

Print: Student Materials

Career Development Program 55
Decisions and Outcomes 55
Occupational Essentials 58
Occupational Outlook Handbook 58
● Popeye Careers Comic Books 58
● Semi-Skilled Careers Kit 59
Succeeding in the World of Work 59

Transparencies/Spirit Masters

● Career Crosswords 61
Employ-ability 61
Exploring Careers 61
Interpreting the Kuder E General Interest Survey 62
● Student's Personal Adjustment to Work 62

Locating Potential Employers

SUBTOPICS:

Knowledge of Available Resources
Personal Initiative

TITLES:

Cassettes

The Job Hunt 21

Films

Get That Job: Line Up Your Interview 25
Your Job: Finding the Right One 28

Filmstrips

Finding and Getting a Job 30
● Finding Your Job 30
Job Hunting: Where to Begin 31
World of Work 35

Kits

Career Directions 43

Print: Periodicals

Occupational Outlook Quarterly 50

Print: Student Materials

● Finding Your Job 56
● Getting a Job 56
How to Find and Apply for a Job 56
● How to Get a Job and Keep It 56
● Jobs in Your Future 57
Occupational Essentials 58
● World of Work Kit 60

Transparencies/Spirit Masters

● Guide to Finding a Job 61
How to Get a Job 61
● I Want a Job Set 62
☐ Knowledge Needed to Obtain Work 62

Obtaining Employment:
Securing Initial Information

SUBTOPICS:

Clarification of Job
Securing Information via Interview

TITLES:

Cassettes

The Job Hunt 21
● A Man's Work 21

Films

Get That Job: Line Up Your Interview 25

Filmstrips

Finding and Getting a Job 30
● Finding Your Job 30
Job Hunting: Where to Begin 31
Your Job Interview 35

Kits

Career Directions 43

Print: Student Materials

● Getting a Job 56
How to Find and Apply for a Job 56
● Turner Career Guidance Series 59
● World of Work Kit 60

Transparencies/Spirit Masters

● Student's Personal Adjustment to Work 62

Applying for a Job

SUBTOPICS:

General Procedure for Applying for a Job
Job Interviews
Application Forms and Resumes
Pre-Employment Testing

TITLES:

Cassettes

What's It Like? 22
World of Work II: Getting a Job 22

Films

Applying for a Job 23
Careers in the Office: Applying for a Job 24
I Want to Work for Your Company 25
Job Interview: Whom Would You Hire 26
Your Job: Applying for It 27

Filmstrips

● The ABC's of Getting and Keeping a Job 29
Finding and Getting a Job 30
● Finding Your Job 30
Testing, Testing, Testing 33
What You Should Know Before You Go to Work 34
World of Work 35
Your Job Interview 35

Kits

Career Directions 43
● How to Apply for a Job 44
◉ How to Get and Hold a Job 44

Print: Student Materials

How to Find and Apply for a Job 56
● How to Get a Job and Keep It 56
How to Sell Yourself to an Employer 57
● Job Scene Booklets 57
● Jobs in Your Future 57
● The Job You Want—How to Get It 57
Me and Jobs 57
Occupational Essentials 58
● Orientation to the World of Work 58
Succeeding in the World of Work 59
● World of Work Kit 60

Transparencies/Spirit Masters

● Getting Applications Right 61
● I Want a Job Set 62
Job-Getting Ability 62
□ Knowledge Needed to Obtain Work 62
Preparing for Interviews 62

Maintaining Employment:
Interpersonal Relations

SUBTOPICS:

Interpersonal Relations with Superiors, with Co-Workers, with Customers

TITLES:

Cassettes

☐ World of Work I: On the Job 22
World of Work III: Cross-Vocational Skills and Information 22

Films

Basic Job Skills: Handling Criticism 23
Careers in the Office: Communicating With the Public 24
☐ Careers in the Office: Working Together 24
How to Succeed in the People Business 25
I Just Work Here 25
Office Practice: Manners and Customs 26
Office Practice: Working With Others 26
Person-to-Person . . . Making Communications Work for You 26
Your Job: You and Your Boss 28

Filmstrips

Trouble at Work 34
Your First Week on the Job 35

Kits

Career Directions 43

Print: Student Materials

Occupational Essentials 58
Personality Development for Business 58
Succeeding in the World of Work 59
● World of Work Kit 60

Transparencies/Spirit Masters

● Succeeding at Work 62

SUBTOPICS:

Time Utilization
Responsibility
Safety and Neatness
Use of Instructions
Attitude Toward the Job

TITLES:

Cassettes

☐ World of Work I: On the Job 22
World of Work III: Cross-Vocational Skills and Information 22

Films

Basic Job Skills: Handling Responsibility 23
Careers and Attitudes 23
Office Practice: Your Attitude 26
Safety in the Shop Film Series 26
Your Job: Fitting In 28
Your Job: Good Work Habits 28
Your New Job 28

Filmstrips

Job Attitudes 31
Job Attitude Series 31
Liking Your Job and Your Life 32
On the Job: Four Trainees 32
Shop Safety 33
Understanding Values 34
What You Should Know Before You Go To Work 34
Work Habits and Attitudes 34

Kits

● How to Get and Hold a Job 44

Print: Periodicals

National Safety News 50
Safe Foreman 50

Print: Student Materials

● How to Get a Job and Keep It 56
● Jobs in Your Future 57
Occupational Essentials 58
● Occupational Safety 58
● Orientation to the World of Work 58
Succeeding in the World of Work 59
● Turner Career Guidance Series 59
Why Young People Fail to Get and Hold a Job 60
● World of Work Kit 60
● Your Attitude is Changing 60

Transparencies/Spirit Masters

Attributes of Character: Organizing Time to Achieve Goals 61
● Student's Personal Adjustment to Work 62
● Succeeding at Work 62

Maintaining Employment:
Personal Habits

SUBTOPICS:

Appearance
Finance
Social Behavior

TITLES:

Cassettes

Consumer Sense 21

Films

Consumer Skills: Budgeting Your Money 24
☐Money for Sale 26
What Do We Look Like to Others? 27

Filmstrips

● The ABC's of Getting and Keeping a Job 29
Getting Your Money's Worth 31
Making Ends Meet 32
The Paycheck Puzzle 32
Personal and Family Management 32
Price of Credit 33
Who Can Help You? 34
World of Work 35

Florida Materials

Plan So Your Money Makes It 38

Games

Consumer 41
FLIP 41

Kits

Modern Consumer Education 44
Money Management 45

Print: Periodicals

Changing Times 49
Today's Health 51

Print: Student Materials

Occupational Essentials 58
●Orientation to the World of Work 58
Succeeding in the World of Work 59
●World of Work Kit 60

Transparencies/Spirit Masters

Attributes of Character: Fundamentals of Grooming 61
●Student's Personal Adjustment to Work 62

SUBTOPICS:

Communication
Computations

TITLES:

Films

Basic Job Skills: Working With Money 23
English on the Job: Listening and Speaking 24
English on the Job: Reading Skills 24
English on the Job: Writing Skills 25
Person-to-Person . . . Making Communications Work for You 26

Filmstrips

Improving Your Study Skills 31

Florida Materials

Career Education in the Language Arts Program 37

Print: Student Materials

◉ Automotive 55
● Basic Essentials of Mathematics 55
Basic Industrial Mathematics 55
Basic Mathematics Simplified 55
Effective English for Business Communication 56
Forms in Your Future 56
Mathematics for ——— 57
● New Rochester Occupational Reading Series—The Job Ahead 58
Practical Problems in Math Series 58
Shop Mathematics 59
● Specific Skill Reading Series 59
Vocational and Technical Mathematics in Action 60
● Vocational-Technical Language 60

Transparencies/Spirit Masters

Attributes of Character: Introduction to Listening 61
Career Math 61
Language Arts Skills 62

Maintaining Employment:
Career Development

SUBTOPICS:

Up-Grading Job Skills
Seeking Promotion
Changing Jobs
Leaving a Job

TITLES:

Cassettes

☐Lead the Field 21
☐World of Work I: On the Job 22

Films

Careers in the Office: Getting a Promotion 24
Get That Job: Changing Jobs 25
Your Job: Getting Ahead 28

Filmstrips

●Finding Your Job 30
A Job That Goes Someplace 32

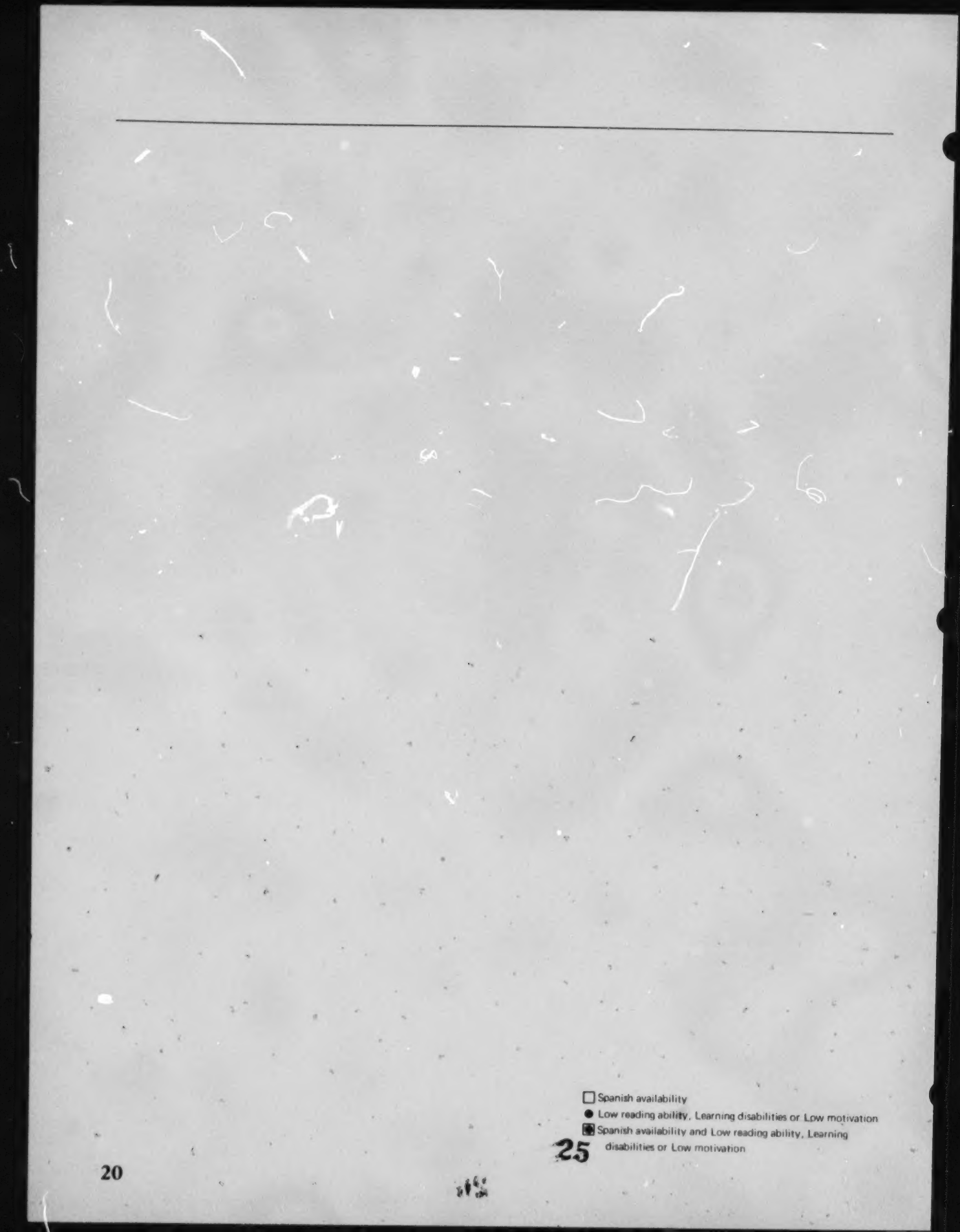
Kits

Career Directions 43

Print: Student Materials

How You Can Get a Better Job 57
☐Lead the Field 57
Occupational Essentials 58
●Turner Career Guidance Series 59
●World of Work Kit 60

Annotations



□ Spanish availability

● Low reading ability, Learning disabilities or Low motivation

▣ Spanish availability and Low reading ability, Learning disabilities or Low motivation

Consumer Sense (1972).

Coronet Instructional Media.
Grades 6–12.
Purchase price: $85.00 (10 cassettes, 30 student books, 1 teacher's manual); $6.00 (10 student books).

The cassettes present typical consumer situations with motivational techniques, sound effects, and dramatizations. They provide practical tips on budgets, credit, savings and investing, advertising and sales practices, consumer rights and responsibilities. The ***Student Response Book*** has 10 two-page response sheets to use in conjunction with the taped lessons as students need them.

The Job Hunt (1974).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $88.00 (10 cassettes, 30 student response books, 1 teacher's manual); $6.75 (10 additional student books).

This presentation utilizes a pragmatic approach which takes the student through the various stages of job hunting. Dealt with specifically are wages, work rules, fringe benefits and on-the-job human relations. Some lessons simulate actual procedures, such as evaluating job leads, taking an employment test, and assembling a resume.

☐ **Lead the Field (1973).**

Nightingale–Conant Corporation.
Grades 7–Adult.
Purchase price: $175.00 (12 cassettes, 30 student workbooks, 1 teacher's manual); $14.00 (1 cassette); $11.95 (1 teacher's manual, softbound, 118 pp.); $2.45 (1 student workbook, softbound, 147 pp.). Cassettes approx. 15 min. each. Spanish version available at no additional cost.

The materials in this kit focus on attitude building–understanding and developing qualities necessary for success in any career. Topics covered are self-management, goal-setting, self-discipline, recognizing opportunity, conformity vs. non-conformity, positive attitudes, attainment of money goals, using one's mind, and personal growth.

• **A Man's Work (1972).**

Learning Resources Company.
Grades 7–Adult.
Purchase price: $407.95 (50 cassettes, 1 teacher's guide); $86.65 (1 group of 10 cassettes, 1 teacher's guide); $10.15 (1 cassette, 1 teacher's guide). Approx. 8–15 min. each.

This is a series of 50 on-the-job interviews covering such items as working conditions, occupational demands, fringe benefits, earnings, retirement, and job qualifications.

Motivation for Career Success.

Education Achievement Corporation.
See listing in ***Kits*** section.

Preparing for an Office Job (1971, updated yearly).

H. Wilson Corporation.
Grades 7–12.
Purchase price: $52.50 (6 cassettes or 12 tape reels, 1 teacher's guide). Approx. 14-25 min. each.

The presentation provides assistance in helping the student examine critically the advantages and disadvantages of various available office jobs. The recordings suggest steps for making wise career choices in the light of personal talents, ability, and adaptability to certain types of work. Discussed are such topics as grooming, work habits, telephone techniques, dictation habits, meeting the public, job interviews and adjusting to one's job.

Tapes of *Forum's* Forum.

J.C. Penney Company, Educational Relations.
Grades 9–12.
Purchase price: $1.60 (1 cassette). 30-45 min. each.

These taped dialogues on the following subjects–"On Value," "Attitudes, Roles and Human Potential," "What Is Family?"–were made from the Spring/Summer 1972, the Spring/Summer 1973, and the Spring/Summer 1974 issues of ***Forum*** magazine.

What's It Like? (1970).

Knowledge Aid.
Grades 7–9.
Purchase price: $148.75 (24 cassettes, large poster, utilization guide).

This set of 24 cassettes includes a preview sampler, a cassette on effective use of the series, and 22 interviews with young black employees about their work, how they qualified for their jobs and how they overcame obstacles to get them.

World of Work Series (1969, 1970, 1973).

Educational Design Incorporated.
Grades 6–12.
Purchase price: $535.50 (47 cassettes). Approx. 15 min. each.
For prices of individual sets, see annotation by title.

A series of three sets of cassette tapes designed for young people and adults. The series is research-based and has been used in a variety of school and manpower programs. Realistic, dramatic episodes, discussions, lesson questions, and reviews are used so that little or no reading skill is required. Each lesson tape supplies information and includes frequent questions with pauses for answering; this keeps the listener's attention and emphasizes the main points. Space for answers is provided in student workbooks. Tapes can be used individually or with a group. Set titles: ***World of Work I: On the Job, World of Work II: Getting a Job, World of Work III: Cross-Vocational Skills and Information.***

☐ **World of Work I: On the Job (1969).**

Educational Design, Incorporated.
Grades 6–12.
Purchase price: $229.50 (20 cassettes, 24 student booklets, 1 instructor's guide); $169.00 (14 cassettes in Spanish, 1 instructor's guide in English). Approx. 15 min. each.

This is a research-based set of 14 lesson cassettes and 6 discussion cassettes. Each cassette is a self-contained unit that can be used individually or with a group. Topics of the cassette groupings: ***New on the Job, Dealing With Supervisors, The Rules of the Game, Moving Up or Out.***

World of Work II: Getting a Job (1970).

Educational Design, Incorporated.
Grades 6–12.
Purchase price: $131.00 (12 cassettes, 24 student record books, 1 instructor's guide). Approx. 15 min. each.

Each of the 9 lesson tapes is a self-contained teaching unit. Lesson topics cover contacting the job interviewer, the agency interview, words you must learn, what you need to know to fill out an application form, making a good impression, selling yourself, the positive approach, handling difficult questions, and the wrap-up. Three discussion tapes are also included.

World of Work III: Cross-Vocational Skills and Information (1973).

Educational Design, Incorporated.
Grades 6–12.
Purchase price: $175.00 (15 cassettes, 12 transparencies, 24 student booklets, 1 instructor's guide). Approx. 15 min. each.

This is a set of 12 lesson cassettes. Each is a complete, self-contained teaching unit, including questions to draw attention to main ideas. Lesson topics are: understanding instructions, safety, customer service skills, handling trouble situations, structure of a company, telephone answering skills, taking a message, the law, unions, company money, shipping and receiving and ordering and billing.

Films

Applying for a Job (1970).

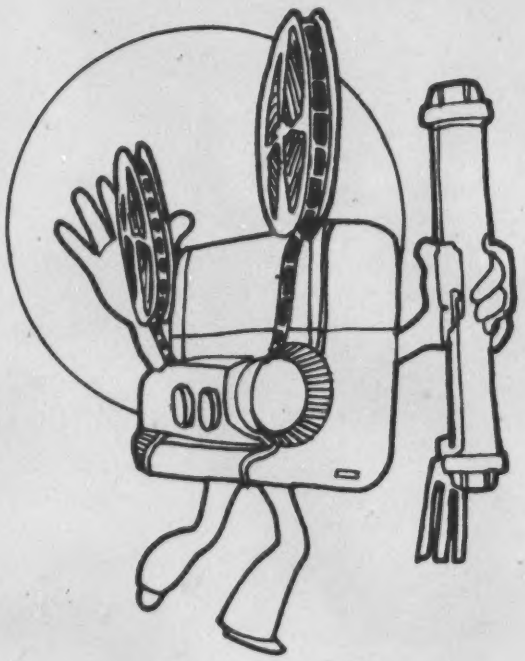
Sterling Educational Films.
Grades 7–12.
Purchase price: $180.00 (color, 11 min.).

This film is a discussion of the things many young people say and do during an interview which impair their chances of getting jobs, plus an explanation of the right way to apply for a job.

☐ **Are You Ready For a Job (1968).**

AIMS Instructional Media Service.
Grades 7–12.
Purchase price: $145.00 (color, 10 min.). Rental price: $20.00 (1-3 days).
Spanish version can be made at a higher cost.

This film poses the question "If you're ready for a job, why study in school?" The value of high school and further education is stressed.



Basic Job Skills: Handling Criticism (To Be Released).

Coronet Instructional Media.
Grades 10–12.
Length and price to be announced.

Using five examples from different occupations and work situations, transactions involving diverse forms of criticism are dramatized. People are faced with either handling criticism in a calm, reasonable manner or in a negative manner: one choice leads to problem solving, the other to a breaking off of communication.

Basic Job Skills: Handling Responsibility (To Be Released).

Coronet Instructional Media.
Grades 10–12.
Length and price to be announced.

Role-playing key participants in four different environments and job situations, young people demonstrate variations on the theme of handling responsibility. After each presentation, a summary is made of the important points.

Basic Job Skills: Working With Money (To Be Released).

Coronet Instructional Media.
Grades 10–12.
Length and price to be announced.

Six young men and women working in service jobs and retail sales jobs give their impressions of what working with money is like. Each worker demonstrates his or her daily routine, with special attention to handling cash, checks, credit cards, registers, receipts, and customer relations.

☐ **Career Awareness (1973).**

AIMS Instructional Media Service.
Grades 7–12.
Purchase price: $1,680.00 (10 films, color, 11 min. each); $190.00 (1 film, color, 11 min.). Rental price: $20.00 (1 film, 1-3 days). Spanish version can be made at a higher cost.

This is a series of 10 films, 9 on specific occupations, plus 1 concept film which contrasts different reasons for working. A teacher's guide and student books are also available.
Titles in the series: ***Personal Services, Construction Industry, Air Transportation, Computer Industry, Health Care, Law Enforcement, Mass Media, Automobile Industry, Hospitality Industry, Why Work?***

Career Education (1973).

National Audio-Visual Center.
In-service, community/school groups.
Purchase price: $85.75 (color, 21 min.).

This film presents different approaches to career education, including job entry phase and post secondary training options. The film reviews the need for change in American education and describes local, state and federal efforts.

Careers and Attitudes (1974).

Oxford Films, Incorporated.
Grades 10–College.
Purchase price: $230.00 (color, 15 min.). Rental price: $50.00 (3-4 days).

What is the value of doing one's best? Young workers learn that people judge others and are judged by the quality of their efforts. They learn that they must communicate effectively with all types of people and that being responsible isn't always easy.

Films

Careers in the Office: Applying For a Job (1971).

Encyclopedia Britannica Educational Corporation.
Grades 7–12.
Purchase price: $185.00 (color, 13 min.). Rental price: $9.00 (1-3 days).

This film explains how to apply for a job, how to dress for the interview, what kind of job would be best for the viewer and what kind of training is needed.

☐**Careers in the Office: Choosing a Job (1971).**

Encyclopedia Britannica Educational Corporation.
Grades 7–12.
Purchase price: $150.00 (color, 12 min.). Rental price: $9.00 (1-3 days).
Spanish version available at no additional cost.

This film explains how to choose a suitable job and informs the viewer of available trainee programs to help choose a job and to keep employee and employer happy.

Careers in the Office: Communicating With the Public (1971).

Encyclopedia Britannica Educational Corporation.
Grades 7–12.
Purchase price: $150.00 (color, 12 min.). Rental price: $9.00 (1-3 days).

The film shows different ways of communicating with the public, such as coping with impatient people and handling waiting visitors.

Careers in the Office: Getting a Promotion (1971).

Encyclopedia Britannica Educational Corporation.
Grades 7–12.
Purchase price: $185.00 (color, 14 min.). Rental price: $9.00 (1-3 days).

The film shows how, after working for a year, three girls return to their high school as consultants during a career day program. Although the girls' advancements are in different fields, they illustrate the same qualifications, abilities and willingness to tackle their jobs with enthusiasm.

☐**Careers in the Office: Working Together (1971).**

Encyclopedia Britannica Educational Corporation.
Grades 7–12.
Purchase price: $150.00 (color, 12 min.). Rental price: $9.00 (1-3 days).
Spanish version available at no additional cost.

This film is a practical case study of the need for cooperation in an office.

Challenge, Change and Choice (1975).

Sperry Rand Corporation, New Holland Division.
Grades 9–12.
Free loan (order well in advance).

This film describes agriculture-related careers through interviews with young people in the United States and Canada.

Consumer Skills: Budgeting Your Money (To Be Released).

Coronet Instructional Media.
Grades 7–12.
Length and price to be announced.

This film deals with everybody's problem: not having enough money. Four young people in different financial situations freely discuss their budgeting problems. Their informal conversations lead to an exchange of information on how budgets are made, with suggestions for carrying out successful money management programs. Additional titles in the ***Consumer Skills*** series: ***Buying for Immediate Use, Buying for Long Term Use, Saving and Investing.***

● **Dropping Out (1973).**

American Educational Films.
Grades 7–12.
Purchase price: $255.00 (color, 17 min.). Rental price: $30.00 (1-3 days).
This film blends documentary with drama. It neither glorifies the school experience nor does it put down the dropout. It ***does*** present education as a means for self-development, with getting a job as only part of the journey. Narrated by O.J. Simpson.

English on the Job: Listening and Speaking (1972).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $184.00 (color, 13 min.); $92.00 (B&W, 13 min.).

This film is based on the concept that there is hardly a job where listening and speaking skills aren't important. Workers at a service station, a construction site and a restaurant help illustrate some of the skills and techniques which are useful for getting and holding a job.

English on the Job: Reading Skills (1972).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $178.00 (color, 12 1/2 min.); $89.00 (B&W, 12 1/2 min.).

This film demonstrates how reading skills can help in finding a job and applying for it. On-location photography of various workers shows how the student viewers can increase their job skills by knowing how to skim reading material by looking for key words and phrases, how to evaluate and summarize the materials, and how to find the meanings of unfamiliar words.

English on the Job: Writing Skills (1972).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $184.00 (color, 13 min.); $92.00 (B&W, 13 min.).

The viewer learns that almost everyone uses on-the-job writing skills, from filling out an application for the first job to writing memos, letters or reports. The experiences of five workers show that writing which is clear, complete and correct adds up to total communication and can help open the way to more responsibility and better paying jobs.

Get That Job: Changing Jobs (To Be Released).

Coronet Instructional Media.
Grades 10–12.
Length and price to be announced.

In this film, Jan discovers that there's more to changing jobs than just giving two weeks notice. She learns how to objectively evaluate her present job before making a final decision, how to find new job leads, and how to properly resign from her old job.

Get That Job: Line Up Your Interview (To Be Released).

Coronet Instructional Media.
Grades 10–12.
Length and price to be announced.

In this film, the viewer sees Bill learn the necessity of lining up interviews before getting a job. He learns how to organize a resume, how to choose the right job objective, how to write an effective introductory letter, and how to clinch his initial contact.

How to Succeed in the People Business (1964).

Dartnell Corporation.
Grades 7–12.
Purchase price: $290.00 (B&W, 30 min.). Rental price: $45.00.

This film has been designed to be a practical course on the way people react. It gives a working knowledge of human relations as they apply to familiar business situations. The film is an aid toward developing the kind of attitudes an employer desires in employees who handle telephone calls, questions, complaints, correspondence, and orders of customers.

I Just Work Here (1963).

Roundtable Films, Incorporated.
Grades 7–Adult.
Purchase price: $250.00 (color, 17 min.). Rental price: $50.00 (per week).

This attitude formation film is designed to benefit anyone who is in contact with the public. The film encourages creating a more favorable organizational image, raising the level of service to the customer, and improving attitudes toward the job. It points out to employees who deal with customers the value of putting themselves in the customer's position as a method of solving problems and building good customer relations.

☐ **It's Your Future (1970).**

AIMS Instructional Media Service.
Grades 7–12.
Purchase price: $185.00 (color, 13 min.). Rental price: $20.00 (1-3 days).
Spanish version can be made at a higher cost.

This film shows job opportunities through apprenticeship, by depicting apprenticeship training and how to "earn as you learn." It details various skills that are acquired through apprenticeship.

I Want to Be (1972).

Ohio State University, Department of Photography and Cinema.
Grades 7–Adult.
Purchase price: $150.00 (color, 13 min.). Rental price: $8.00 plus shipping. (1-3 days).

This film deals with career education and curriculum activities.

I Want to Work for Your Company (1972).

Sandler Films.
Grades 7–Adult.
Purchase price: $140.00 (color, 10 min.). Rental price: $15.00 (5 days).

Viewers garner worthwhile tips for approaching their first job interview from this film. They are told to have something to write with, to ask about things they don't understand, to answer all questions on the application, to show that they really want the job, and to know something about the company before the interview. The interaction between the interviewer and applicant is perceptively portrayed. Narrated by Rod Serling.

Films

Job Interview: Whom Would You Hire? (1967).

Churchill Films.
Grades 9–12.
Film A: ***Three Young Women.***
Purchase price: $215.00 (color, 17 min.). Rental price: $21.00 (3 days).
Film B: ***Three Young Men.***
Purchase price: $205.00 (color, 16 min.). Rental price: $18.00 (3 days).

This film shows actual job interviews, photographed with a hidden camera. It provokes discussion on attitude, goals, and preparation, and helps students to see themselves as employers see them.

Jobs–How the Brother Feels (1971).

Oxford Films, Incorporated.
Grades 9–College.
Purchase price: $195.00 (color, 13 min.). Rental price: $50.00 (3-4 days).

This film explores fear, alienation, skepticism and powerlessness. The film uses the encounter group and is particularly appropriate for viewing by minority groups and those interested in minority employment.

☐ **Money for Sale (1974).**

AIMS Instructional Media Services.
Grades 7–Adult.
Purchase price: $205.00 (color, 13 min.). Rental price: $20.00 (1-3 days). Spanish version available at higher cost.

In this film, an animated pawn broker gives advice on shopping for a loan, explains federal truth-in-lending legislation, finance charges and annual percentage rates. The film stresses restraint in borrowing. Also available as a filmstrip/cassette presentation.

My First Job Series (To Be Released).

Coronet Instructional Media.
Grades 10–12.
Length and price to be announced.

This series deals with personal qualifications and responsibilities in a variety of retail situations. Titles in the series: ***Checker-Cashier, Stock Clerk, Food Service, Drugstore Clerk, Department Store Clerk, Service Station Attendant.***

Office Practice: Manners and Customs (1972).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $176.00 (color, 12 1/2 min.); $88.00 (B&W, 12 1/2 min.).

No matter where we work, getting along with people is a little easier because of some manners and customs we've agreed upon. On Penny's first day of work, she learns about telephone courtesy, the proper reception of visitors, forms of address for co-workers, taking break periods and fitting into the office community.

Office Practice: Working With Others (1972).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $176.00 (color, 13 min.); $88.00, (B&W, 13 min.).

Ron learns that getting the most out of an office job means understanding the importance of working well with others. His co-workers at a bank show that sensitivity to people's needs, a respect for them as individuals and an appreciation for their work are ways to good human relations in any office.

Office Practice: Your Attitude (1969).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $140.00 (color, 10 min.); $70.00 (B&W, 10 min.).

Your attitude is showing–in your grooming, dress and posture. It shows in the way you speak and listen, by the questions you ask, and in the way you use your own initiative. Different office workers reveal that attitude is a matter of getting along with people–supervisors and co-workers–and with one's self.

Person to Person . . . Making Communications Work For You (1972).

Sandler Films.
Grades 7–Adult.
Purchase price: $140.00 (color, 10 min.). Rental price: $15.00 (5 days).

Facial expression, body language, eye contact, and vocal enthusiasm comprise the four areas of office communications explored by this film. Examples of both positive and negative communication in the four areas are included in the film sequence and its reprise. Narrated by Rod Serling.

Safety in the Shop Film Series (1971).

Coronet Instructional Media.
Grades 10–12.
Purchase price: Listed below by title.

This series emphasizes the worker's responsibility for safety in using hand and power tools in both the wood and metal shops. The films show the importance of proper clothing and tidiness in the shop, the safe way to lift and carry, and ways to guard against possible fires. Titles in the series:
Basic Practices.
Purchase price: $188.00 (color, 13 min.); $94.00 (B&W, 13 min.).
Hand Tools.
Purchase price: $180.00 (color, 12 min.); $90.00 (B&W, 12 min.).
Power Tools.
Purchase price: $188.00 (color, 13 min.); $94.00 (B&W, 13 min.).

Values and Goals: A Way To Go (1971).

Oxford Films, Incorporated.
Grades 10-College.
Purchase price: $370.00 (color, 28 min.). Rental price: $80.00 (3-4 days).

No actors! Real young people explain their positions, define values in today's sense, and discuss setting goals. The film communicates a good feeling of immediacy.

What Do We Look Like to Others? (1972).

Sandler Films.
Grades 7—Adult.
Purchase price: $140.00 (color, 10 min.). Rental price: $15.00 (5 days).

In this film, the viewers are constantly reminded that they are seen before they are heard. Seven different office situations dramatically portray the necessity of maintaining good personal appearance, attitude, conduct, and personal habits. The theme running throughout the seven sequences is "Take a look in the mirror; would you hire you?". Narrated by Rod Serling.

● **Why Not Explore Rewarding Careers? (WERC) (1972).**

American Personnel and Guidance Association, Film Department.
Grades 7—College.
Purchase price: $2,295.00 (12 films, color, 30 min. each); $225.00 (1 film, color, 30 min.). Rental price: $198.00 (12 films).

This series of twelve color sound films provides essential information about careers not requiring a four year college degree. Titles in the series: ***Work, What's It All About?*** (introduction to the series), ***Careers in Allied Health Services, Careers in the Building Trades, Careers in Business and Office Occupations, Careers in Communications, Careers in Industry, Careers in Machine Trades, Careers in Personal Services, Careers in Sales—The Joys of Selling, Careers in Skilled Services, Careers in Transportation, How Do You Get There?***

The Women's Prejudice Film (1974).

Sandler Films.
Grades 7—Adult.
Purchase price: $255.00 (color, 18 min.). Rental price: $30.00 (5 days).

Just where is a woman's place? No other group is undergoing more rapid reappraisal, or is subject to so many myths and cliches that bind them into narrowly defined endeavors. This film explores some of the long-accepted concepts to see which are real and which are mere custom. The purpose of the film is to help women to explore their world more completely and to move both men and women to re-examine their attitudes about equality and the market place.

The Work Prejudice Film (1974).

Sandler Films.
Grades 7—Adult.
Purchase price: $170.00 (color, 12 min.). Rental price: $20.00 (5 days).

This film investigates some of the stereotypes and misconceptions that exist because of gender, cultural heritage, and socio-economic status for people who are preparing for the world of work.

● **World of Work Series (1968, 1969).**

McGraw-Hill.
Grades 7—12.
Purchase price: Listed below by title. Rental price: $10.00 (1 film, 1 day).

This series is aimed at the school dropout and the noncollege-bound graduate. The films show students how to decide what they want to do, based on their own interests and skills. Some titles are available as Super 8 color sound cartridges.
Jobs and Advancement: On the Move (1969).
Purchase price: $200.00 (color, 13 min.).
Jobs and Continuing Education: Ernie Rodriquez Hates School (1968).
Purchase price: $185.00 (color, 12 min.).
Jobs and Interviews: Getting Started (1969).
Purchase price: $240.00 (color, 15 min.).
Jobs and Their Environment: On the Job (1969).
Purchase price: $225.00 (color, 14 min.).
Jobs For Men: Where Am I Going? (1968).
Purchase price: $165.00 (color, 11 min.).
Jobs For Women: Where Are You Going, Virginia? (1969).
Purchase price: $175.00 (color, 11 min.).

Your Job: Applying For It (1968).

Coronet Instructional Media.
Grades 10—12.
Purchase price: $196.00 (color, 13 1/2 min.); $98.00 (B&W, 13 1/2 min.).

Interviews with workers of varying ages and education show that the way to apply for a job and get it is by following a planned procedure which includes getting enough good leads, sticking with it, selling yourself and making the most of what you've got.

Your Job: Finding the Right One (1968).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $182.00 (color, 12 1/2 min.); $91.00 (B&W, 12 1/2 min.).

The film shows how young people can locate jobs suited to their needs and abilities. Time and effort can be saved by the individual's undertaking a thorough self-appraisal, which includes evaluation not only of abilities and interests, but of past training and the possibilities for future training. It then shows how to organize a plan of action that will lead to the right job.

Your Job: Fitting In (1968).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $218.00 (color, 15 min.); $109.00 (B&W, 15 min.).

After witnessing the actions of an employee who is fired for doing "too little" and the actions of an employee who is fired for trying to do "too much," the viewers are challenged to decide how they would respond to each situation.

Your Job: Getting Ahead (1968).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $218.00 (color, 15 min.); $109.00 (B&W, 15 min.).
Experienced workers, interviewed at their jobs, give tips on getting ahead, as applied by a young man entering a career as a journalist. Questions about changing jobs, recognizing dead-end jobs, picking areas for advancement and planning for additional education are answered frankly and sincerely.

Your Job: Good Work Habits (1968).

Coronet Instructional Media.
Grades 10-12.
Purchase price: $188.00 (color, 13 min.); $94.00 (B&W, 13 min.).

An interview with two high school graduates on their first full-time jobs helps us recognize work of good quality, done with safety and satisfaction. Good work habits, such as working steadily, concentrating, and planning ahead, can lead to a promotion, a raise and other benefits.

Your Job: You and Your Boss (1968).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $218.00 (color, 15 min.); $109.00 (B&W, 15 min.).

The relationship between worker and boss is seen from both points of view. Interviews with supervisors and employees at their jobs answer many of the important questions faced by young people regarding dependability, familiarity and authority. Bosses and employees tell the qualities they expect from each other.

Your New Job (1972).

Sandler Films.
Grades 7–Adult.
Purchase price: $140.00 (color, 10 min.). Rental price: $15.00 (5 days).

This film perceptively depicts the excitement, nervousness, and apprehension of young men and women on the first day of their employment. The camera follows young employees from the first minute to the conclusion of that first day: touring the various departments, meeting new co-workers, answering the company telephone, and appearing before the supervisor. The viewer is led to realize that the people in this place need not be enemies—they may very well become friends.

● **The ABC's of Getting and Keeping a Job (1970).**

Eye Gate House.
Grades 6–8.
Purchase price: $79.50 (8 f/s, 4 cassettes, 1 teacher's guide); $78.85 (8 f/s, 4 records, 1 teacher's guide). Color, approx. 10 min. each.

This set of 8 sound filmstrips can be used in conjunction with such subjects as vocational guidance, occupational education, basic adult education, and social studies. Included in the set is a complete teacher's manual containing six unit plans and one sample comprehensive final examination designed for the non-college bound student. Titles in set: ***The ABC's of Getting and Keeping a Job, Preparing for the Job You Want, Applying for the Job You Want, On the Job, Budgeting Your Money, Labor Unions, Health Rules to Follow, Quizstrip.***

The Adolescent Experience: Setting Goals (1974).

Guidance Associates.
Grades 9–12.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide).
Color, approx. 13 min. each.

This filmstrip suggests key criteria for moving toward major commitments: awareness of potential, insight into motivations, readiness for active choice. It invites students to evaluate decisions made by Jeff, a college dropout, Alice, a student majoring in music, Steve, a high school senior, and Kathy, a working girl. Series title: ***The Adolescent Experience Series.*** Additional titles in series: ***Developing Values, Forming Beliefs, Interpersonal Relationships, Shaping Identity*** (see annotation by title), ***Understanding Emotions.***

The Adolescent Experience: Shaping Identity (1973).

Guidance Associates.
Grades 9–12.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 8 min. each.

In this presentation peers relate the multi-faceted concept of identity to their own lives; discuss self-image, individuality, integrity, satisfaction, goal-setting, and processes of self-examination. Series title: ***The Adolescent Experience Series.*** Additional titles in series: ***Developing Values, Forming Beliefs, Interpersonal Relationships, Setting Goals*** (see annotation by title), ***Understanding Emotions.***

Black Americans At Work (1970).

Coronet Instructional Media.
Grades 10–12.
Purchase price: $73.00 (6 f/s, 6 cassettes); $55.00 (6 f/s, 3 records). Color, approx. 11 min. each.

These documentary interviews provide insights into the daily lives, occupations, backgrounds and hopes of six black Americans. It gives a candid view of their work, families and the society in which they live, and new perspectives on how people see themselves and their opportunities.

But What Can a Girl Do? (1973).

Westinghouse Learning Corporation.
Grades 7–12.
Purchase price: $79.50 (4 f/s, 4 cassettes or 4 records, 1 teacher's guide). Color, approx. 18 min. each.

This filmstrip set is designed to awaken students to the kinds of jobs that women in American society are capable of holding and do hold. When they think about careers, girls too often think only of "women's work": nursing, secretarial, social work, etc. These filmstrips show the expanding role of women in modern society.

Career Values: What Really Matters To You? (1974).

Guidance Associates.
Grades 9–Adult.
Purchase price: $110.00 (5 f/s, 5 cassettes or 2 records, 1 discussion guide). Color, approx. 10 min. each.

This filmstrip set introduces the concept that personal values are a key ingredient in job satisfaction, and teaches the skill of applying these criteria to choose a job and to clarify and rank career objectives. Titles in set: ***Introduction, Chance-Taking, Work Environment, Personal Commitment, Time.***

Filmstrips

The Changing Work Ethic (1973).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 15 min. each.

The first filmstrip presents open-ended dramas that lead to built-in discussion breaks challenging students to debate: 1) Is hard work the key to success? 2) Is there any kind of honest work you wouldn't do? 3) Are you more or less materialistic than your parents? 4) Would you work if you didn't have to? The second filmstrip examines rising job dissatisfaction from worker, consumer, and employer viewpoints, and explores job enrichment as an approach to strengthening the work ethic.

Choosing Your Career (1968).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 13 min. each.

These filmstrips are success-oriented learning presentations, centered around "planning ahead." They focus on the characteristics common to each of the six general vocational and personality classifications: (1) realistic, (2) intellectual, (3) social, (4) enterprising, (5) conventional and (6) artistic. The students see how a careful evaluation of their own activities, ambitions, and attitudes can help them to determine the category in which they belong. The relationship of part-time jobs, hobbies, reaction to school courses, and personality traits to vocational choices are discussed so that students can see how their present values may relate to their future career.

College? It's Up to You (1972).

Guidance Associates.
Grades 9–12.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records). Color, approx. 10 min. each.

Realistic interviews with college and high school students help young people find valid personal criteria for making their own college decisions; the presentation evokes lively discussion. Series title: ***College Orientation Series.*** Additional titles in series: ***What Do You Expect From College*** and ***Which College For You?***

Discovery (1973).

Scholastic Book Services.
Grades 7–10.
Purchase price: $165.50 (8 f/s, 8 cassettes, 30 workbooks, 1 teacher's guide); $149.50 (8 f/s, 8 records, 30 workbooks, 1 teacher's guide); $12.00 (1 f/s); $5.20 (1 cassette); $4.46 (1 record). Color, approx. 15 min. each.

Each of the 8 filmstrips reflects a wide variety of attitudes and personalities ranging from the aggressive, confident and motivated, to the shy, undecided and "could care less" types. Filmstrips in the set: ***Looking At Career Fields, On the Road and in the Plant, Other Career Fields, More Career Fields, Thinking About Personalities, Thinking About Work, Why People Work, Thinking About Goals.***

● **Dropping Out: Road to Nowhere (1964).**

Guidance Associates.
Grades 9–12.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 10 min. each.

American Film Festival Blue Ribbon Award. Dropouts tell what they found "on the outside" and their reasons for returning to school. The set focuses on the high school diploma as necessary for career patterns now developing and realistically tells what the dropout can expect on the outside.

Finding and Getting a Job (1974).

Society for Visual Education (SVE).
Grades 7–Adult.
Price: $71.50 (6 f/s, 3 cassettes, 6 teacher's guides); $67.50 (6 f/s, 3 records, 6 teacher's guides); $10.00 (1 f/s); $6.50 (1 cassette); $5.00 (1 record). Color, approx. 15 min. each.

This set of 6 filmstrips emphasizes accurate evaluation of one's own skills. Concrete information is provided on how to prepare applications and resumes, successful interview conduct, and the ways in which employers evaluate skills, work habits, and attitudes of new employees. Filmstrips in the set: ***Choosing Your Career, Finding a Job Opening, Applying for a Job, The Job Interview, Your First Months on the Job, You and the Changing World of Work.***

Finding Your Job (1972).

Eye Gate House.
Grades 6–8.
Price: $59.75 (6 f/s, 3 cassettes, 1 teacher's guide); $59.00 (6 f/s, 3 records, 1 teacher's guide); $6.50 (1 f/s); $5.95 (1 cassette); $5.75 (1 record). Color, approx. 10 min. each.

A set of 6 color filmstrips which realistically discuss and demonstrate for the student the following topics: ***Working for Someone Else, What Can You Do?, Job Shopping, The Job Interview, Getting a Better Job, Finding a Career.***

Getting Your Money's Worth (1974).

Society for Visual Education (SVE).
Grades 7–Adult.
Purchase price: $63.50 (6 f/s, 3 cassettes, 1 teacher's guide); $59.50 (6 f/s, 3 records, 1 teacher's guide); $8.50 (1 f/s); $6.50 (1 cassette); $5.00 (1 record). Color, approx. 17 min. each.

Titles in set: ***Why You Need Consumer Know-How, Blueprint for Money Management, Buying Wisely, Making Credit Work for You, Saving to Reach Your Goals, Let the Buyer Beware.***

Improving Your Study Skills (1974).

Guidance Associates.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 12 min.

This presentation uses a comic approach to demonstrate ways to plan and use study time, take and preview notes, plan research, preview, skim, scan, and read materials carefully. Silent question frames aid follow-up discussion.

● It's Your Future (1968).

Eye Gate House.
Grades 6–8.
Purchase price: $39.75 (4 f/s, 2 cassettes, 1 teacher's guide); $39.50 (4 f/s, 2 records, 1 teacher's guide); $7.50 (1 f/s); $5.95 (1 cassette); $5.75 (1 record). Color, approx. 10 min. each.

This presentation offers guidance in helping students avoid two of the most worrisome pitfalls: first, indifference to the importance of an education and, second, faulty methods of study. The series is designed to motivate interest among the students most inclined to be indifferent. Titles in set: ***A Look at the Future, In Training, Seeing the Whole Picture, Know-How and Your Future.***

Job Attitudes (1971).

Creative Visuals.
Grades 6–12.
Purchase price: $199.00 (15 f/s, 15 cassettes, 1 teacher's guide); $40.00 (20 student workbooks); $8.75 (1 f/s); $5.00 (1 cassette). Color, approx. 15 min. each.

The presentations aim at the development of positive job attitudes through an understanding of the operations and policies of the company by emphasizing cooperation and teamwork. They discuss the role of the supervisor with respect to employees and company goals. Series title: ***Job Attitudes.*** Titles in series: ***The Company and the Community, The Company and Profit, Company Organization, The Role of the Supervisor, The Importance of Attitudes, Developing Good Attitudes.***

Job Attitude Series (1970, 1971).

Guidance Associates.
Grades 9–Adult.
Purchase price: $199.50 (5 sets filmstrip/cassette or record). Color.

Titles in the series: ***A Job That Goes Someplace, Trouble at Work, Why Work at All?, Liking Your Job and Your Life, On the Job: Four Trainees.*** See annotation by title.

Job Hunting: Where to Begin (1972).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 11 min. each.

This presentation is designed to provide the novice job-hunter with the basic information and skills needed for successfully seeking employment. It also focuses on the attitudes and problems frequently encountered during the job hunt. Students must realize that their occupations are important in determining the content of their daily lives; the identity of their friends, their income and external prestige are connected with job hunting.

◉ Job Opportunities Now (1970).

Society for Visual Education (SVE).
Grades 7–Adult.
Purchase price: $63.50 (6 f/s, 3 cassettes, 1 teacher's guide); $59.50 (6 f/s, 3 records, 1 teacher's guide). Color, approx. 15 min. each.

Spanish version available at no additional cost.

This set of 6 filmstrips introduces students to the world of work, motivating them to establish realistic educational and career goals and to develop important personal work attitudes and job skills. Geared for students who are not planning to attend college, the emphasis is on jobs at non-professional levels that do not require a college degree. Titles in set: ***Requirements in the World of Jobs, Achieving Success in the World of Jobs, Job Opportunities in a Restaurant, Job Opportunities in a Hospital, Job Opportunities in a Department Store, Job Opportunities in a Supermarket.***

Jobs and Gender (1971).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 9 min. each.

These filmstrips explore the ways that sexual barriers and stereotypes have influenced men's and women's vocational choices. They present changing concepts of "masculine" and "feminine" work roles through interviews with male kindergarten teachers, a male nurse, a female carpenter and a female newspaper reporter.

Filmstrips

Jobs for High School Students (1966).

Guidance Associates.
Grades 9–12.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide).

The presentation provides advice on locating good jobs by relating specific jobs to student objectives. It distinguishes between jobs that provide special experience for subsequent employment and those that offer pocket money or good wages only.

A Job That Goes Some Place (1970).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 9 min. each.

This set shows, by dramatizing a variety of attitudes and personal qualities that produce both positive and negative results in the marketplace, how students can "make it in the system." Getting ahead on the job is presented to the student as something of a game in which having the right attitude at the right time can constitute a winning strategy. Series title: ***Job Attitude Series.*** See annotation by title.

KEYS–Career Exploration (1972).

Science Research Associates, Incorporated (SRA).
Grades 6–Adult.
Purchase price: $120.00 (10 f/s, 10 cassettes, 1 teacher's guide, 1 ***Career Guidance and Kuder Interest Inventories Manual***); $9.35 (1 f/s); $9.35 (1 cassette); $1.20 (1 ***Career Guidance and Kuder Interest Inventories Manual***). Color, approx. 17 min. each.

The filmstrip program is designed to introduce today's world of work and encourage career exploration. It may be used as an accompanying activity to the Kuder Form E or independently.

Liking Your Job and Your Life (1970).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (4 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 8 min.

This presentation is built around candid interviews with a construction worker, a female factory worker, a Spanish-American community worker, and a self-employed radio/TV repairman. Series title: ***Job Attitude Series.*** See annotation by title.

Making Ends Meet (1972).

Guidance Associates.
Grades 9–Adult.
Purchase price: $25.00 (1 f/s, 1 cassette or 1 record, 1 discussion guide). Color, approx. 8 min.

This presentation structures a model family budget emphasizing orderly allocation of money resources, the importance of staying within present limits, and flexibility in viewing priorities, particularly in approaching luxury purchases. Series title: ***Consumer Studies Series.*** Additional titles in series: ***Money Well Spent; Buyer, Beware; Price of Credit.*** See annotation by title.

On the Job: Four Trainees (1971).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (4 f/s, 2 cassettes or 2 records, discussion guide). Color, approx. 8 min. each.

This presentation is built around candid interviews and on-location photos. The program elicits student identification with a nurse's aide in a licensed practical nurse program, a student in hotel management training, a gas utilities trainee learning on the job, and an apprentice machinist undergoing formal factory training. Apprenticeships, advanced vocational education, upgrading and on-the-job training programs are explained. Series title: ***Job Attitude Series.*** See annotation by title.

The Paycheck Puzzle (1974).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 10 min. each.

This humorous case study helps students retain key facts about payroll deductions and employee benefits. Part I explains automatic and voluntary payroll deductions. Part II examines types and variations of benefits that young workers may encounter. The program explains key forms and documents. It increases confidence by building a base of information.

Personal and Family Management (1969).

Harvest Labs, Incorporated.
Grades 7–Adult.
Purchase price: $84.00 (6 f/s, 6 cassettes); $72.00 (6 f/s, 3 records). Color, approx. 18 min. each.

Titles in the set: ***Money and You, Wise Buying, Bank Services, Planning a Budget, What Makes a Home, Wise Use of Leisure Time.***

Preparing for an Interview (1974).

J.C. Penney Company, Educational Relations.
Grades 9–12.
Purchase price: $6.00 (1 f/s, 2 records). Color, approx. 6 min.

This filmstrip presents information on how to evaluate one's qualifications for a job, on what types of questions might be asked at an interview, on what is appropriate dress, and on other important areas of preparing for an interview.

Preparing for the World of Work (1966).

Guidance Associates.
Grades 9–12.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 10 min. each.

The presentation deals with five major vocational areas: home economics, trade and industry, agriculture, distribution and business, and office. It was developed with the Ohio State Department of Education, Division of Guidance and Testing.

Preparing for Work I (1966/67).

Denoyer-Geppert Audio Visuals.
Grades 9–12.
Purchase price: $40.50 (6 f/s); $7.50 (1 f/s).

The filmstrips discuss the relationship of work to life, occupational skills, voluntary work, and marriage and career. Titles in the set: ***The Meaning of Work, Your Life of Work, Interests Pay Off, Skills That Pay Off, Marriage and Career,*** and ***Volunteer Work.***

Price of Credit (1972).

Guidance Associates.
Grades 9–Adult.
Purchase price: $25.00 (1 f/s, 1 cassette or 1 record, 1 discussion guide). Color, approx. 9 min.

This presentation simulates a used car "deal" which demonstrates deceptive sales lines, underscores the importance of reading all sales documents and suggests what to do when the salesperson insists the documents be completed on the spot. It explores credit problems and suggests comparison shopping for best credit terms. Series title: ***Consumer Studies Series.*** Additional titles in the series: ***Money Well Spent; Buyer, Beware; Making Ends Meet.***

Selecting A Vocation (1974).

Coronet Instructional Media.
Grades 6–12.
Purchase price: $95.00 (8 f/s, 8 cassettes); $72.00 (8 f/s, 4 records). Color, approx. 11 1/2 min. each.

On-location interviews provide a practical overview of job requirements and job opportunities open to young people. The presentation helps students evaluate and select the jobs they might be best suited for: in factory or trade work, in offices working with words or figures, selling goods or services, performing public service, or in executive and professional positions requiring special training. Titles in the set: ***Evaluating Yourself, Evaluating Jobs, Semi-Skilled, and Skilled Occupations, Clerical Occupations, Service Occupations, Sales Occupations, Business Occupations, Professional and Technical Occupations.***

Shop Safety (1970).

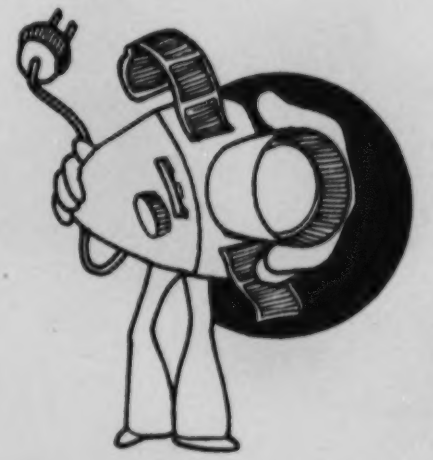
Coronet Instructional Media.
Grades 10–Adult.
Purchase price: $68.00 (6 f/s, 6 cassettes, 1 instructor's guide); $50.00 (6 f/s, 3 records, 1 instructor's guide). Color, approx. 11 min. each.

This presentation orients the beginner to shop vocabulary and demonstrates proper use of common tools, machines, accessories, and specialized equipment. It gives pointers on good housekeeping procedures in the shop.

Testing, Testing, Testing (1966).

Guidance Associates.
Grades 9–Adult.
Price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 teacher's guide). Color, approx. 10 min. each.

This presentation helps students approach tests with confidence. It gives six rules for test taking and advice on preparing for different types of examinations. It shows how to avoid pitfalls, relax, organize essay questions, and handle multiple-choice tests.



Filmstrips

Trouble at Work (1970).

Guidance Associates.
Grades 9—Adult.
Purchase price: $48.50 (4 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 7 min. each.

This presentation explores typical on-job conflicts using realistic dialogue and on-location photography to portray tension between: (a) an apprentice mechanic, impatient with menial chores, and the master mechanic who progressed slowly and expects others to do the same; (b) the hospital worker with family problems and the supervisor who can't tolerate excessive absences; (c) the mistake-prone salesgirl and the supervisor whose manner discourages her from asking questions; (d) the filling station attendant, content with low pay and easy work, and his ambitious pal looking for a better life. Open-ended situations, segmented filmstrips and correspondingly banded records encourage discussion. Series title: ***Job Attitude Series.*** See annotation by title.

Understanding Values (1973).

Eye Gate House.
Grades 6—8.
Purchase price: $64.00 (6 f/s, 3 cassettes, 1 teacher's guide); $8.25 (1 f/s); $5.95 (1 cassette). Color, approx. 10 min.

Students at this age are evaluating and reassessing many of their values and standards. This set of 6 filmstrips makes no conclusive moral judgements. The set does not teach "answers." Instead, a chain of logical questions is raised on which individuals must take a stand, and thereby come to an evaluation and understanding of their own values. The guide for each filmstrip follows the end frame. There is an audio guide at the end of the recordings. Titles in set: ***Stealing; Cheating and Chiseling; Lies, Half-Truths and Untold Truths; Other Values and Your Values; Who Cares/Staying Involved; Right, Wrong, or Maybe.***

What Are Your Work Values and Why? (1972).

Teaching Resources Films.
Grade 9—Adult.
Purchase price: $81.00 (6 f/s, 3 cassettes, 1 teacher's guide); $78.00 (6 f/s, 3 records, 1 teacher's guide). Color, approx. 21 min. each.

This program is designed to raise questions and stimulate discussion. It forcefully examines important value questions that concern life goals, humanity and injustice, the economic basis of human values, national values, and the values of democracy. The content is planned to help students think about the important role of values in their life situations. It sets guidelines for weighing value decisions and it stresses the desirability of reaching rational and defensible social, political, personal, cultural, and economic value judgments in all life situations.

What You Should Know Before You Go To Work (1967).

Guidance Associates.
Grade 9—Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 14 min. each.

The presentation delineates what an employer expects of a new employee and includes tips on applying for a job, accepted practices in handling personality conflicts, making suggestions, and asking for a raise. This program can help young people prepare themselves to enter the work world, and gain valuable knowledge and insight into what they will be facing and what will be expected of them. Part I explains ways to begin narrowing career choices; this section discusses positive work attitudes, and considers the advisability of union membership in some areas. Part II offers clear advice on finding and interviewing for jobs; it flags on-the-job "don'ts" such as taking extra time off, failing to call in when absent, and over-socializing.

Who Can Help You? (1974).

Guidance Associates.
Grades 9—Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 11 min. each.

Dramatized scenes provoke dialogue about medical, consumer, psychological, legal, vocational and other counseling resources in the school and community. Silent question frames provide built-in discussion breaks.

Why Work At All? (1970).

Guidance Associates.
Grades 9—Adult.
Purchase price: $26.00 (1 f/s, 1 cassette or 1 record, 1 discussion guide). Color, approx. 10 min.

Three young people discuss job satisfaction, material rewards, and personal growth with the emphasis on personal experiences. The cast is composed of Tom, who works solely for the pay, Ed, for whom work is self-expression, and Jane, who works as a means of discovering a new role for women. Series title: ***Job Attitude Series.*** See annotation by title.

Work Habits and Attitudes (1969).

Harvest Labs, Incorporated.
Grades 7—Adult.
Purchase price: $56.00 (4 f/s, 4 cassettes); $48.00 (4 f/s, 2 records). Color, approx. 18 min. each.

These job-responsibility programs review 17 work habits and attitudes which are basic to any successful work experience. Titles in set: ***Getting Along on the Job: Parts I, II, III, IV.***

World of Work (1969).

Harvest Labs, Incorporated.
Grades 7–Adult.
Purchase price: $70.00 (5 f/s, 5 cassettes); $60.00 (5 f/s, 3 records). Color, approx. 18 min. each.

The essentials of this broad category are discussed with particular emphasis on the proper methods and techniques required in finding, applying for, and keeping the right job. Titles in set: ***The World of Work, Finding a Job, The Job Application, The Job Interview, Your Paycheck.***

You and the Law (1969).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 14 min. each.

This presentation helps students examine their personal view of what law is in a free society and what individual responsibilities are before the law. Experts discuss causes for law violations, types of crimes and penalties, due process, and rights of the accused under the Constitution.

Your First Week on the Job (1972).

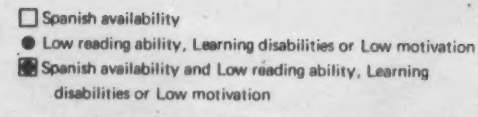
Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 10 min. each.

This two-part set is designed to help the student understand what the first week in the job entails. It dramatizes, in humorous fashion, six dilemmas faced by employees entering the complex and often mystifying world of work. This program helps young people understand that in nearly every job situation, how well you get along with the people around you is important to your job.

Your Job Interview (1966).

Guidance Associates.
Grades 9–Adult.
Purchase price: $48.50 (2 f/s, 2 cassettes or 2 records, 1 discussion guide). Color, approx. 10 min. each.

This presentation shows how employers use the job interview to evaluate applicants. The presentation suggests questions that the applicant may wish to ask concerning fringe benefits, job functions, holiday and vacation pay policies, "union" and "open" shops, working conditions, overtime.


Spanish availability
Low reading ability, Learning disabilities or Low motivation
Spanish availability and Low reading ability, Learning disabilities or Low motivation

Florida Materials

Materials listed in this section were developed in Florida or are available through state or county agencies in Florida.

Basic Labor Market Information.

Florida Department of Commerce, Bureau of Research and Statistics.
Audience: Professional.
Purchase price: Free. Annually.

The report contains labor information from the 55 smaller counties in Florida, including the estimated labor force, turnover and hourly earnings. Latest issue is March, 1974. Similar information on the 12 larger counties in Florida is published monthly in the ***Labor Market Trends.*** See annotation by title.

Career Activity Book (1974).

School Board of Pinellas County, Florida.
Audience: Teachers, grades K–12.
Purchase price: Out of print. Contact a Florida County Career Education Director.

This is a collection of career education activities indexed by grade level, by the 15 USOE job clusters and by the 8 elements of career education.

Career Education in the Language Arts Program (1974).

Panhandle Area Educational Cooperative (PAEC).
Audience: Teachers, grades 7–12.
Purchase price: $.80 (booklet); $.10 (consumable).

This is a self-instructional teacher module which can be used by middle and high school teachers. It was developed for in-service training through the Florida Department of Education. This is Module 1 of Cluster IV in the ***Middle School English*** set of ***Florida Competency Based Modules.***

Employability Skills Guide for Work Experience Programs (1971).

Florida Department of Education, Vocational Education Division.
Audience: Teachers, grades 7–12.
Purchase price: Out of print. Contact local Work Experience Coordinator.

This is an in-service staff development guide containing goals, performance objectives, suggested learning experiences, resources, and methods of evaluation.

Employability Skills Unit (1974).

Orange County Career Development Program.
Audience: Teachers, grades 9–12.
Purchase price: $3.25 (softbound, 414 pp.).

The manual contains behavioral objectives and corresponding activities designed to aid students in obtaining and maintaining employment. It includes such areas as job interviews, job applications, human relations, letter writing, and self-evaluation. Activities in all areas range in difficulty from basic to advanced.

Florida Catalog of Occupational Education Objectives: Employability Skills (1973).

Florida Department of Education, Vocational Education Division.
Audience: Teachers, grades 9–12.
Purchase price: Free (softbound, 118 pp.). Limited quantities available.

The catalog contains performance objectives and test items for numerous areas in obtaining and maintaining employment.

The Florida Child Labor Law in a Nutshell (1973).

Florida Department of Commerce, Bureau of Workmen's Compensation.
Grades 9–Adult.
Purchase Price: Free.

This pamphlet provides, in a question-and-answer format, a quantity of readable information on details of the Florida Child Labor Law, including methods of obtaining a work certificate, permissable hours and occupations, common violations, penalties and enforcement. Also included are addresses from which information is obtainable on the Federal Fair Labor Standards Act.

Florida Employment Statistics Bulletin.

Florida Department of Commerce, Bureau of Research and Statistics.
Audience: Professional.
Purchase price: Free. Monthly.

This bulletin specifies the estimated labor force, labor turnover and hourly earnings in Florida.

Florida Vocational Association Newsletter.

Florida Vocational Association.
Audience: Professional.
Purchase price: Available as subscription only to FVA members; limited number of complimentary single copies available on request. Bi-monthly.

The newsletter deals with legislative information and services pertaining to vocational education.

Labor Market Trends.

Florida Department of Commerce, Bureau of Research and Statistics.
Audience: Professional.
Purchase price: Free. Monthly.

Twelve separate publications cover the 12 counties in Florida that have major cities. Each issue specifies the estimated labor force, labor turnover, and hourly earnings for a particular area. Similar information on the 55 smaller counties in Florida is published annually in the ***Basic Labor Market Information.*** See annotation by title.

Florida Materials

Occupational Specialist Modules.

Panhandle Area Educational Cooperatives (PAEC).
See "List of Florida B2 Modules Related to Employability Skills," p. 75.

Orange County Career Development Program.

School Board of Orange County, Florida.

This is a multi-faceted project dealing in curriculum development, in-service training, guidance services, placement and follow-up, and systems evaluation. The project addresses itself to grades K-14. Major accomplishments include an extensive inventory of curriculum materials, development of an in-service design which is completely transportable and action-oriented, a viable, 2-year-old placement and follow-up system, and role identification for the vast majority of educational positions. For further information contact Bill Ripley, Orange County Career Development Program, 410 Woods Avenue, Orlando, FL 32805.

Personal Growth Activities for Middle School–Employability Skills: Parts I, II & III (1975).

Panhandle Area Educational Cooperative (PAEC) (after Oct. 1975).
Audience: Teachers, grades 6–8.
Purchase price: To be announced.

This 3-volume series, originally developed at Florida Atlantic University in 1974, is currently under revision in Broward County, Florida. It is a coordinated sequence of learning activities dealing with securing initial job information, applying for a job, interpersonal relations, work habits and personal habits. For further information, prior to October, 1975, contact Dr. Daniel B. Weppner at Florida Atlantic University, Department of Education, Boca Raton, FL 33432.

Plan So Your Money Makes It (1972).

Florida Comptroller, Consumer Information Office.
Grades 9–12.
Purchase price: Free (24 pp.). Limited quantities available.

This booklet was designed to provide general money management guidelines, especially for young adults. Information on budgeting, borrowing, credit buying, investments, financing cars and homes is included. Written for Floridians, the booklet cites Florida legislation.

Pro-CESS: An Introduction to Career Education (1974).

Florida State University, Career Education Center.
Audience: In-service.
Purchase price: To be announced.

This field-tested, self-instructional booklet is appropriate for staff development and especially useful to department chairpersons, district supervisors, and career education directors. 30,000 copies have been distributed throughout the Florida school system.

Project VIEW (Vital Information for Education and Work) (1975).

Panhandle Area Educational Cooperative (PAEC).
Grades 7–Adult.
Purchase price: $125.00 (2 decks, 442 cards each); $25.00 (1 supplemental deck, number of cards to be announced).

This project produces microfilmed aperture cards for viewing on a reader-printer. Each card contains information on an occupational cluster or specific job title in business education and many other disciplines. Information given includes job descriptions, job requirements and educational training required. The two initial decks are duplicates. The supplemental deck will contain a descriptive card on training programs offered in Florida schools for each of the 442 careers described in the initial decks, listing training programs by 5 geographic areas within the state. All cards are updated and replaced every 18 months. Updating service is included in the purchase price. Supplemental deck scheduled for availability September, 1975.

That Job Interview (1971).

Florida Department of Commerce, Film Library.
Grades 10–Adult.
Purchase price: Borrow free and pay return postage. (Color, 16 min.).

A 16 mm film designed by the U.S. Department of Labor, Manpower Administration, to ease the transition of Vietnam veterans into the civilian job market.

Update.

Florida State University, Career Education Center.
See annotation by title in Periodicals listings.

Workmen's Compensation Insurance Facts for Employees (1974).

Florida Department of Commerce, Bureau of Workmen's Compensation.
Grades 9–Adult.
Purchase price: Free.

This leaflet, geared toward employees, provides general information on the Florida Workmen's Compensation Law. It answers a number of questions on this law, particularly what the benefits are, how to take advantage of them, what recourse is available if problems with employers arise, and where to go to obtain further information.

Workmen's Compensation Insurance Facts for Employers (1974).

Florida Department of Commerce, Bureau of Workmen's Compensation.
Grades 9–Adult.
Purchase price: Free.

This pamphlet, geared toward employers, gives information on the advantages, requirements, persons covered, and types of coverage provided under the Florida Workmen's Compensation Law. Written in a question-and-answer format, this document gives an understandable presentation of the salient points of the law. Also included are addresses of various agencies around the state which can provide additional information.

Your Career in the Florida Sun (1975).

Florida Department of Commerce, Bureau of Employment Service.
Grades 10–Adult.
Purchase price: Free (softbound, 106 pp.).

The purposes of this book are to provide youth with a guide to jobs in Florida, to offer counselors in schools and community agencies some information about jobs open to young people, and to illustrate ways in which the Bureau of Employment Services stands ready to work with youth. Information given on selected jobs includes job requirements, working conditions, employment prospects, how and where to obtain the job and advancement opportunities.

□ Spanish availability

● Low reading ability, Learning disabilities or Low motivation

◆ Spanish availability and Low reading ability, Learning disabilities or Low motivation

Career Games (1970).

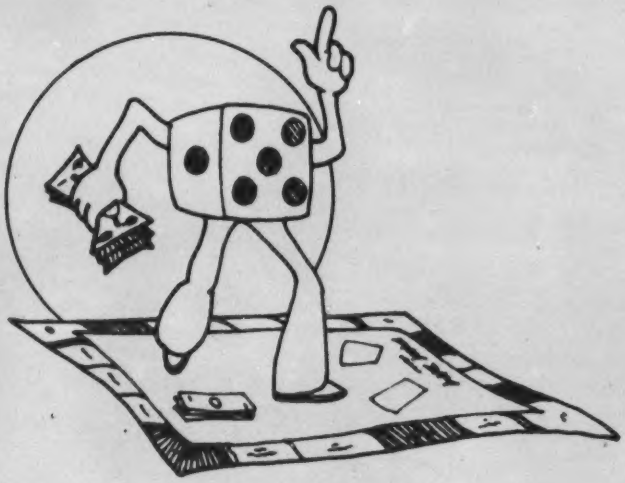
Educational Progress Division.
Grades 8—Adult.
Purchase price: $97.50 (398 career cards, filmstrip/cassette, teacher's guide). Replacement parts: $10.00 (1 cassette); $1.50 (score pads). Filmstrip approx. 15 min.

This is a guidance tool designed for use in a classroom or as an individualized, semi-programmed activity in a resource center. The individual is taken on a career search in which (s)he is confronted with unavoidable decisions.

Careers (1971).

Parker Brothers, Incorporated.
Grades 6—Adult.
Purchase price: Approx. $4.00.

The object of this game is to succeed by earning fame, happiness and money. By going through various careers, such as college, ecology and big business, each player decides, as in real life, what his/her own "Success Formula" will be. The first player to achieve or exceed his/her own success formula wins the game. 1 1/2 hours playing time.



Consumer (1969).

The Bobbs-Merrill Company.
Grades 6—Adult.
Purchase price: $30.00 plus postage (complete game). Replacement parts: $7.00 (printed student materials); $1.25 (manual).

Suitable for consumer education, this game teaches how to calculate true interest rates, how to negotiate contracts with credit managers, and the problems of budgeting and buying. It simulates the economic life of an everyday individual and is constructed to play over a number of class periods. For 1-34 players, 1 1/2—2 1/2 hours playing time.

FLIP (Family Life Income Patterns) (1971).

Instructional Simulations.
Grades 7—Adult.
Purchase price: $45.00 plus $2.50 shipping charge (participants' manuals, instructor's manual, printed materials).

The emphasis of this game is on cooperation, as family members plan, budget, purchase, and use credit. ***FLIP*** is somewhat more complex than ***Consumer*** (see annotation by title). For 1-30 players, 1 hour minimum playing time.

The Game of Life (1969).

Grades 3—Adult.
Purchase price: Approx. $9.00 (order through local school supply distributors).
Replacement parts: order through customer service department.

The game centers around the wheel of fate. As a player leaves high school and starts on life's highway, (s)he meets success, failure, and revenge. Players can learn the many patterns of life cycles that involve men and women today. Also, they will encounter the many obstacles that stand in the way of success. The emphasis is on effective decision-making.

Life Career (1969).

The Bobbs-Merrill Company.
Grades 7—12.
Purchase price: $35.00 plus postage (complete game, manual). Replacement parts: $7.50 (1 schedule form, 1 application for employment, 1 record sheet, 1 school application); $1.50 (manual).

This game simulates features of the labor market, the education market, and the marriage market. Students can learn the patterns of life cycles of men and women as determined by the career decisions they make at certain stages of their lives. Interrelationships between job satisfaction and satisfaction in marriage, leisure time, and other important aspects of one's life are examined as well as the educational and career opportunities determined by individual characteristics. For 2-20 players, 1-6 hours playing time.

Work Values Auction Game (1974).

Education Achievement Corporation.
Grades 6—8.
Purchase price: $12.00 ($1.00 bid sheets, gavel, values list, recorder sheet).

This game helps students define their most important work values as they look at careers. It was developed and field tested by Project FAIS in Florida schools. It is packaged for 35 students.

Career Decisions: Finding, Getting and Keeping a Job (1971).

J.C. Penney Company, Educational Relations.
Grades 9–12.
Purchase price: $14.50 (3 f/s, 1 record, student worksheets of job descriptions and applications, 6 transparencies, teacher's guide).

The intention of this unit is to make the student aware of the many influences affecting job choice. It is suggested that the filmstrip ***Preparing for an Interview*** be used with this unit. See annotation by title in Filmstrip listing.

Career Development: Education for Living (1974).

J.C. Penney Company, Educational Relations.
Grades 9–12.
Purchase price: $13.75 (1 f/s, 1 cassette, 8 picture cards, 3 transparencies, 4 worksheets, 4 posters).

This unit has been prepared to help students analyze and discuss attitudes and beliefs about work and leisure, and to aid in the development of work values.

Career Directions (1974).

Changing Times Education Service.
Grades 7–12.
Purchase price: $275.00 (4 kits, each containing 2 color f/s, 2 records, 2 cassettes, 2 transparencies, 2 spirit masters, 30 student booklets, 1 teacher's booklet); $76.00 (1 kit). Each f/s approx. 13 min. Booklets, 24 pp.

This action and inquiry-oriented multi-media series contains four separate kits: ***Deciding What You Want To Do, Choosing the Kind of Job You Want, Entering the Job Market, Staying With It and Getting Ahead.*** Each kit includes a variety of materials pertaining to the topic indicated in the individual title.

Compulearn Career Education Program (1972).

Compulearn, Incorporated.
Grades K–6, 7–9, 10–12.
Purchase price: Grades K–6, $200.00 (142 plastic overlays, self-instructional console, student and teacher's guide); grades 7–9, $175.00 (90 plastic overlays, self-instructional console, student and teacher's guide); grades 10–12, $165.00 (90 plastic overlays, self-instructional console, student and teacher's guide); grades 7–9, $110.00 (27 cards/data sheet for 200 careers, teacher's instructions); $50.00 (1 self-instructional console).

Developed with U.S.O.E. funding, the Compulearn Program of Career Education is divided into three modules: The Awareness module (grades K–6), the Guidance module (grades 7–9), and the Establish module (grades 10–12). In the Awareness module, students are taught to recognize the fact that everybody works, that all careers are important, and that all people need each other's services. In the Guidance module, students use a decision-making routine to determine their own ideas of success and of what they want from their careers. The third module, the Establish phase, gives students basic facts about such items as average yearly salary, employment outlook and length of training time required for over 200 careers. The students are then taught how to research and evaluate career information, and are given a set of guidelines to help them prepare for their futures after high school graduation, whether they choose career, college, vocational school, or the armed services. The program utilizes a console which is a simple desk computer. Various additional components are also available.

● **Creating Your Future (1973).**

Education Achievement Corporation.
Grades 7–Adult.
Purchase price: $897.50 (facilitator's management material; in-service package; additional components; student material); $356.30 (additional components: 1 carrying case, 1 tape recorder, 30 student cassettes); $285.00 (student material: 6 guides, 30 copies of each; 6 manuals, 30 copies of each; 30 plans of action; 30 vinyl covers; 30 commitment stamp books; 30 sets of clue cards, 30 preself-image inventories; 30 postself-image inventories; time analysis work sheets); $237.44 (facilitator's management material: 1 chart; 1 system's director guide manual and binder; 1 each of student manuals; clue cards; 1 commitment stamp book; 1 set of five-square puzzles; 15 student cassettes; lesson posters; 3 transparencies; spirit duplication masters); $150.00 (in-service package: 8 teacher education tapes; 6 instructional transparencies).

This unit is especially designed for the career orientation of underachieving youth and adults of low reading ability. Six modules form the structure for the 30 lessons of this system based on the following areas: developing awareness for career commitment, learning habits to build a career, developing a life-style for career success, developing leadership skills for career opportunities, planning the future, education for the future.

● How to Apply for a Job (1975).

Fairchild Publications, Incorporated.
Grades 7–12.
Purchase price: $120.00 (4 cassettes, 8 game training packages, work sheets, 1 custom kit, instructions, 1 teacher's guide).

This multi-media kit prepares students for filling out job applications and for interviews through word lists, role playing, puzzles, application practice sheets and word games. Components can not be purchased separately.

◉ How to Get and Hold a Job (1974).

Relevant Productions, Incorporated.
Grades 7–Adult.
Purchase price: $31.75 (30 booklets, 1 cassette, 1 skill sheet, 1 teacher's guide); $24.95 (30 booklets, 1 cassette, 1 teacher's guide). Cassette approx. 15 min. Booklet approx. 10 pp.
Spanish version available at slightly higher cost.

This combination of a read-along cassette with a high interest, low reading level illustrated booklet is designed to stimulate student desire to learn about skills needed in a working world. One of a series of ***Personal Reading Modules.***

An Introduction to Value Clarification (1972).

J.C. Penney Company, Educational Relations.
Grades 9–12.
Purchase price: $10.70 (1 guide, ***Forum*** magazine issue on "Value Clarification," 7 folders of transparencies, worksheets, flash cards and posters).

This kit is based upon a process of value clarification. Through exercises called "strategies," questions are raised to prompt students to think about their own values.

● Job Survival Skills Program Kit (1973).

Society for Visual Education (SVE).
Grades 7–Adult.
Purchase price: $599.45 (1 auto-vance rear-screen filmstrip projector; 1 overview manual; group leader's instructions; 20 participant workbooks; simulation materials including game materials, puzzles, interview appointment notice forms, Occupations Board, Self-concept Profile Board, and Communication Exercise Cards; 13 color f/s; 13 cassettes); $449.95 (entire kit as listed above excluding auto-vance rear-screen filmstrip projector); $15.00 (10 participant workbooks); $3.80 (20 interview forms); $6.00 (1 cassette); $8.00 (1 f/s). Filmstrip/cassette approx. 10 min. each.

This kit is a comprehensive program for developing skills necessary to locating, securing, and keeping a desirable job. The total program is organized into 15 instructional units and provides approximately 25 hours of instruction. The primary method used is group instruction. Activities include simulation games, puzzle assembly, role-playing, peer evaluation, and individual assessment. Unit titles: ***Introduction, Education and Training, From Which Point of View, Self-Concept and Employment, Communication, You and Your Supervisor, You and Your Co-Workers, Successful Job Behavior, Job Seeking Skills, Personal Appearance, Resume, Application, Interview, Summarizing, Individual Assessment.***

Modern Consumer Education (1974).

Grolier Educational Corporation.
Grades 7–Adult.
Purchase price: $260.00 plus $4.50 for shipping (12 cassettes, 2 f/s, 27 text units, 2 copies of each, 180 students record books, 6 teacher's manuals, 6 answer key cards, 1 chart); $10.00 (30 student record books); $1.00 (1 text unit).

This is a complete basal course in consumer education. The topics covered include the basic consumer areas as well as consumer problems in law and health. There are six topic areas: ***Food, Clothing and Shelter; Cars, Furniture and Appliances; Protecting Family Health and Security; You and the Law; Ways to Handle Money; Ways to Shop.*** Each unit consists of 27 self-instructional booklets covering different segments of the unit topic.

Money Management (1970).

Changing Times Education Service.
Grades 7–12.
Purchase price: $59.50 (30 copies each of 2 student booklets, 10 transparency masters, 3 cartoons, 3 wall charts, 2 booklets of games, 2 student activity files, ***The Budgeting Game,*** 1 booklet of student activities, 1 booklet of quotes, 1 bulletin board display, 1 teacher's guide, Student Attitude Inventory, "Reading and Resource List," blank applications). Booklets, approx. 10 pp. each.

This multi-media resource kit for teaching consumer education contains units on borrowing, budgeting, earning, saving, and spending. The units contain transparencies, ditto or overhead masters, posters, teacher's resource list, cartoons, and case studies games related to each of the 5 topics. Other consumer education kits available from Changing Times: ***Consumer Law, Insurance, Housing, Market Place, Savings and Investing.***

Motivation for Career Success (1973).

Education Achievement Corporation.
Grades 7–Adult.
Purchase price: $897.50 (facilitator's management material; in-service package; additional components; student material); $356.31 (additional components: 1 carrying case; 1 tape recorder; 30 student cassettes); $285.00 (student material: 6 guides, 30 copies of each; 6 manuals, 30 copies of each; 30 plans of action; 30 vinyl covers; 30 commitment stamp books; 30 sets of clue cards; 30 preself image inventories; 30 postself image inventories; time analysis work sheets); $237.44 (facilitator's management material: 1 chart; 1 system's director guide manual and binder; 1 each of student manuals; clue cards; commitment stamp book; 1 set of five-square puzzles; 15 student cassettes; lesson posters; 3 transparencies; spirit duplication masters); $150.00 (in-service package: 8 teacher education tapes; 6 instructional transparencies).

This kit presents concepts critical to career success for junior and senior high school students. Six instructional modules form the structure for the 30 lessons of this system based on the following areas: developing commitment for career success, developing a life-style for intelligent action, developing habits for career success, developing leadership ability for career success, planning for career success, education for career success.

Occupational Exploration Kit (1972).

Science Research Associates, Incorporated (SRA).
Grades 9–Adult.
Purchase price: $135.00 (400 occupational briefs, 17 ***Job Family Booklets,*** 8 ***Guidance Series Booklets,*** 25 student record books, 1 ***Guide for Teachers and Counselors,*** 20 transparencies); $112.00 (400 occupational briefs); $75.00 (***Job Family Cassette Series***); $46.75/yr. (4 mailings, updating of ***Guidance Service*** subscription); $43.00 (1 complete set of 45 ***Guidance Series Booklets***); $35.00 (1 complete set of 20 ***Job Family Booklets***); $6.75 (25 student record books); $.99 (1 ***Guide for Teachers and Counselors***).

This kit provides students with a systematic, personalized approach to job investigation. The student explores occupational requirements in terms of abilities and education in relation to his own achievements, as well as the personal objectives and interests that the job would satisfy for him. Components of this kit are updated through the ***Guidance Series*** subscription. The ***Job Family Cassette Series*** (1975) is available for slow or nonreaders.

Reaching the Age of Responsibility (1974).

Relevant Productions, Incorporated.
Grades 7–Adult.
Purchase price: $31.75 (30 booklets, 1 cassette, skill sheets, 1 teacher's guide); $24.95 (30 booklets, 1 cassette, 1 teacher's guide). Cassette approx. 15 min. Booklet approx. 10 pp.
Spanish version available at slightly higher cost.

This kit presents the learner with the concepts of voting, purchasing, and decision-making as rights, and then discusses the responsibilities connected, inevitably, with each right. One of a series of ***Personal Reading Modules.***

WORK: Widening Occupational Roles Kit (1972).

Science Research Associates, Incorporated (SRA).
Grades 6–9.
Purchase price: $194.40 (340 work briefs, ***Handbook of Job Facts,*** 18 transparencies, 5 ***Junior Guidance Series Booklets,*** 35 student record books, 2 f/s, 1 cassette, 1 teacher's guide, 1 index); $109.00 (340 work briefs); $35.00/yr. (4 mailings, updating of ***WORK/Guidance Subscription***); $31.35 (2 f/s, 1 cassette); $13.15 (1 set of 15 ***Junior Guidance Series Booklets***); $11.95 (25 student record books); $2.20 (1 teacher's guide); $.83 (1 index).

This kit gives the student an opportunity to explore areas of career opportunity and to expand his knowledge of the working world relative to his interests and abilities.

Aptitude and Interest Inventories

A variety of tests are available to aid educators in assisting students with their career development. Information on the following tests, as well as others, can be obtained through the guidance counselor or occupational specialist:

Differential Aptitude Tests
Kuder Form DD Occupational Interest Survey
The Minnesota Importance Questionnaire
The Minnesota Vocational Interest Inventory
Ohio Vocational Interest Survey
Strong Vocational Interest Blank

The following tests are more readily adaptable for classroom use by teachers. The guidance counselor may be of assistance in interpreting the results.

Armed Services Vocational Aptitude Battery (ASVAB II).

Air Force Recruiting Offices.
Grades 10–12.
Purchase price: Free.

This battery yields aptitude scales for nine vocational areas. To have this test administered in a high school, arrangements must be made through the nearest Air Force Recruiting Office during the summer or no later than September.

Career Maturity Inventory (1972).

California Testing Bureau (CTB)/McGraw-Hill.
Grades 6–Adult.
Purchase price: $20.00 (35 complete batteries); $4.00 (50 answer sheets); $.55 (per student, machine-scoring service).
Time approx. 30 min. for Attitude Scale; 25 min. for each section of the Competency Test.

This is a two-part test consisting of an "Attitude Scale," which yields information on the student's attitude toward the career choice process, and a "Competency Test" of five sections: ***Self Appraisal, Occupational Information, Goal Selection, Planning, Problem Solving.*** Purchase price includes answer sheets which may be hand or machine scored.

General Aptitude Test Battery (GATB).

United States Employment Service.
Grades 10–Adult.
Purchase price: Free.

The GATB is administered in Florida through the Florida State Employment Service. Arrangements for the test must be made through the local office of the Florida State Employment Service. Some guidance counselors have been trained and certified to administer this test.

Hall Occupational Orientation Inventory (1971).

Scholastic Testing Service, Incorporated.
Grades 7–Adult.
Purchase price: $13.00 (20 reusable test booklets); $4.45 (20 interpretive folders); $3.50 (20 response sheets); $2.00 counselor's/teacher's manual.
Time approx. 45 min.

This test assesses the attractiveness or relative importance to the student of 23 factors or attributes of work.

Kuder Form E General Interest Survey (1964).

Science Research Association, Incorporated (SRA).
Grades 6–Adult.
Purchase price: $21.25 (machine scored version set, includes scoring); $9.68 (***Interpreting the Kuder E General Interest Survey*** transparencies); $9.45 (25 hand scored consumable booklets); $4.60 (25 pins and 25 back boards for hand scoring).
Time approx. 40 min.

This test measures an individual's degree of preference for activities as compared with the preferences of workers within ten job-family groups: outdoor, mechanical, scientific, computational, persuasive, artistic, literary, musical, social service, and clerical. ***Career Guidance and Kuder Interest Inventory Manual*** is free upon request.

The Self-Directed Search for Educational and Vocational Planning (1971).

Consulting Psychologists Press.
Grades 9–Adult (Form E may be used in Grades 6–Adult).
Purchase price: $300.00 (500 sets); $70.00 (100 sets); $18.00 (25 sets); $1.00 (1 set); $3.00 (professional manual).
Time approx. 30–50 min.

A set includes two booklets, the ***Assessment Booklet*** and the ***Occupational Finder.*** The student uses the ***Assessment Booklet*** to assess his or her resemblance to John Holland's six personality types and obtains a 3-letter occupational code. The student then uses this code to search in the ***Occupational Finder*** for appropriate jobs related to the results of the assessment. An alternate form of the ***Self-Directed Search*** (Form E) has been developed in simpler language for lower reading levels, using the same system and information.

Aptitude and Interest Inventories

Work Values Inventory (1969).

Houghton-Mifflin Company.
Grades 7–Adult.
Purchase price: $18.00 (100 consumable test booklets, machine scored only); $1.20 (specimen set); $.90 (***Examiner's Manual***); $.30 (per student, scoring service).
Time approx. 20 min.

This test, developed by Donald E. Super, assesses the importance of 15 work values or desired satisfactions with respect to their degree of importance in future job satisfaction.

☐ Spanish availability
● Low reading ability, Learning disabilities or Low motivation
▣ Spanish availability and Low reading ability, Learning disabilities or Low motivation

Periodicals

Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM).

Ohio State University, Center for Vocational Education.
Audience: Professional.
Subscription price: $34.00/yr. Bi-monthly, cumulative index at the end of each year. Approx. 200 pp.

This is an abstracting and indexing journal specializing in curriculum guides and other instructional materials designed for use in the classroom.

American Vocational Journal.

American Vocational Association, Incorporated.
Audience: Professional.
Subscription price: $4.00/yr., non-AVA members; free, AVA members. Monthly, Sept.–May.

This magazine of vocational-technical education contains 6 to 8 articles per issue. Although directed to administrators, teachers, and guidance counselors, it is also of use in the fields of business, distributive education, economics, agriculture, trades, industrial arts, and health occupations. The material is both theoretical and practical, with considerable emphasis on research.

Career Development.

Human Service Press.
Audience: Professional.
Subscription price: $10.00/yr. Monthly.

Occupations and careers are the subjects of this magazine.

Career Digest.

Indiana Career Resource Center.
Audience: Professional.
Subscription price: Free. Quarterly.

The Indiana Department of Education, Vocational Education, funds this newsletter to inform educators of developments in the field of career education.

Career Education News.

McGraw-Hill.
Audience: Professional.
Subscription price: $35.00/yr. 22 issues.

This periodical features information about federal action and plans, developments at the state level, individual teacher's accomplishments, new literature and equipment, and joint business-education programs.

Career World.

Curriculum Innovations, Incorporated.
Audience: Student.
Subscription price: $6.50/yr. (1 subscription); $4.35/yr. (each, 2-14 subscriptions); $3.25/yr. (each, 15 or more subscriptions). Monthly, Sept.-May.

Each issue is a systematic examination of a career cluster which helps students make decisions about career options. A teacher's edition is also available.

Changing Times.

Kiplinger Washington Editors, Incorporated.
Audience: General.
Subscription price: $7.00/yr. Monthly.

The magazine contains features, reviews, and indexes of interest to the consumer, homeowner, taxpayer and parent; the emphasis is on ways of economizing and managing finances. Articles are readable and brief, mentioning sources of additional information.

Education Digest.

Prakken Publications, Incorporated.
Audience: General.
Subscription price: $6.00/yr. Monthly, Sept.–May.

This magazine condenses or publishes in full contributions which range in scope from the elementary grades to graduate school. A handy overview of important educational issues, the magazine is purposefully geared to the generalist. 15 to 20 contributions per issue.

Guidepost.

American Personnel and Guidance Association.
Audience: Professional.
Subscription price: $10.00/yr., non-APGA members; free, APGA members. 9 issues.

This periodical deals with legislation at federal and state levels and other governmental actions that affect guidance.

Illinois Career Education Journal.

State of Illinois, Division of Vocational and Technical Education.
Audience: Professional.
Subscription price: Free. Quarterly.

This journal provides a medium for in-depth articles in the areas of career and occupational education. Information is presented and designed to provide current knowledge of what is going on and where it's happening in career and occupational education.

Periodicals

Industrial Education.

MacMillan Professional Magazines, Incorporated.
Audience: Professional.
Subscription price: $7.00/yr. Monthly, Sept.-June.

The professional magazine for the shop teacher emphasizes articles which support the need for industrial and vocational courses. In addition, it includes features on new or unique tools and equipment, methods, and book reviews.

Inform

American Personnel and Guidance Association, National Career Information Center.
Audience: Professional.
Subscription Price: $25.00/yr., non-APGA members; $15.00/yr., APGA members. Monthly, Aug.–May.

This periodical identifies accurate and relevant career information sources with special emphasis on resources and materials that normally do not come to the attention of counselors. Special supplements, "Career Resource Bibliographies," are issued monthly with selected educational and occupational resources for career clusters. Each bibliography contains a comprehensive listing of print and nonprint resources for the cluster.

Journal of Business Education.

Robert C. Trethway.
Audience: Professional.
Subscription price: $6.50/yr. Monthly, Oct.–May.

Articles on all phases of business education make up this magazine. There are 8 major articles per issue plus book reviews.

Manpower.

U.S. Department of Labor, Manpower Administration.
Audience: General.
Subscription price: $5.50/yr. Monthly.

The official monthly publication of the Labor Department's Manpower Administration is designed for officials in industry, labor, and government who need authoritative information on employment. Topics which range from teacher training and black employment to day care centers and job safety are casually presented, readable and layman-oriented.

Manpower and Vocational Education Weekly.

Capital Publications, Incorporated.
Audience: Professional.
Subscription price: $85.00/yr. Weekly.

National Safety News.

National Safety Council.
Audience: Professional.
Subscription price: $9.25/yr. (each, 1 to 9 subscriptions); $8.60/yr. (each, 10 to 99 subscriptions). Monthly.

This is the official publication of the National Safety Council. Monthly features include product information, safety training, and an open forum for the discussion and exchange of safety-related thoughts and ideas.

Occupational Outlook Quarterly.

U.S. Department of Labor, Bureau of Labor Statistics.
Audience: Student.
Subscription price: $5.40/yr.; $1.35/issue. Quarterly. Approx. 35 pp.

Practical articles on employment, particularly current trends, are spotlighted in this publication of the Department of Labor. The articles report on career education in the schools and provide helpful information on specific careers and ways to get a job. Summaries of special labor force reports and counseling aids available from the Government Printing Office at low cost or free are a regular feature. The ***OOQ*** is closely related to the ***Occupational Outlook Handbook***. Excellent illustrated articles for students are available as reprints.

Personnel Journal.

The Personnel Journal, Incorporated.
Audience: Professional.
Subscription price: $12.00/yr. Monthly.

This magazine, the best known of the personnel journals, contains articles covering every aspect of personnel management, with contributors ranging from professors to people in the field. Its book reviews, complete conference calendar, general coverage and good indexing make it a must for anyone in personnel work, with its specific target the individual charged with personnel practices.

Safe Foreman.

F.W. Faxon Company, Incorporated.
Audience: Professional.
Subscription price: $3.96/yr. Monthly.

This is a safety-on-the-job newsletter for foremen and supervisors in large and small industries. Accident causes and prevention are described in each issue. Included in subscription price are 48 posters a year (4 with each month's publication).

School Shop.

Prakken Publications.
Audience: Professional.
Subscription price: $5.00. Monthly, Sept.–June.

This magazine of hints and suggestions for shop teachers primarily covers teaching techniques and detailed reports of successful projects. It also includes federal legislative action affecting vocational training.

Today's Health.

American Medical Association.
Audience: General.
Subscription price: $5.00/yr. Monthly.

This is one of the more popular general health magazines, sponsored by the American Medical Association. In lengthy, well-illustrated articles, it discusses the latest medical developments and treatment of major diseases, and considers topics of interest to almost anyone, e.g., nutrition, recreation, child development, ecology. There is an increasing emphasis on insights for improving the way people interact, health angles on major news events, and articles crusading for better, healthier living.

Today's Secretary

Gregg Division of McGraw-Hill.
Audience: Student.
Subscription price: $5.00/yr. Monthly. 32 pp.

Directed to the student preparing for a secretarial career, the articles in each issue stress the importance of developing and improving skills. In some issues guidance is given on requirements and attributes of various secretarial careers. Tips on grooming are given along with a "Skill Building" section which includes material for practice in secretarial skills. Teacher's edition is also available.

Update.

Florida State University, Career Education Center.
Audience: Professional.
Subscription cost: $6.00/yr., non-Florida educators; free, Florida educators. Monthly, Sept.–June.

Update provides a current awareness resource for those involved with career and vocational education.

The Vocational Education Professional Development Communicator.

North Carolina State University, National Center for Occupational Education.
Audience: Professional.
Subscription price: Free. Quarterly.

This newsletter is published through a new NDEA grant and replaces the Center's previous irregular publication, ***Career Education Communicator.***

Vocational Guidance Quarterly.

National Vocational Guidance Association.
Audience: Professional.
Subscription price: $8.00/yr. Quarterly.

Reports on latest methods of vocational guidance, trends, problems and the developments in the literature are presented, plus reviews of books, films, filmstrips, etc.

Professional Materials

Career Development Resources (1973).

Charles A. Jones Publishing Company.
Audience: Teachers, grades K–12.
Purchase price: $11.95 (softbound, 300 pp.).

This book contains models, objectives, activities, resources, and evaluation measures.

Career Education: An ERIC Bibliography 0349 (1973).

MacMillan Publishing Company, Incorporated.
Audience: Professionals.
Purchase price: $9.95 (hardbound, 360 pp.)

This is a bibliography of ERIC abstracts through 1973.

Dictionary of Occupational Titles, 3rd Ed. (Vol. I, 1965; Vol. II, 1966).

U.S. Government Printing Office, Superintendent of Documents.
Audience: Teachers, grades 9–Adult.
Purchase price: $12.80 (Vol. I, hardbound, 809 pp.); $11.20 (Vol. II, hardbound, 656 pp.).

The DOT has become a standard resource for occupational information in the area of manpower and related fields. Volume I (***Definitions of Titles***) lists the definitions of 21,741 jobs alphabetically by job title. This revised edition contains 5,432 new job titles. The definitions provide the following information: functions performed by the workers, significant aptitudes, interests, and temperaments required by the job, and critical physical demands and working conditions. Volume II (***Occupational Classification and Industry Index***) consists of two arrangements of jobs: (1) by occupational group, and (2) by worker traits.

Educators Guide to Free Guidance Materials, 14th Ed. (1975).

Educators Progress Service, Incorporated.
Audience: Teachers, Guidance Counselors.
Purchase price: $9.75 plus $.70 postage and handling (softbound, approx. 300 pp.).

This fourteenth annual edition lists, classifies, and provides complete information on titles, sources and contents of films, filmstrips, and sets of slides, tapes, scripts, transcriptions, videotapes and books, pamphlets, posters, etc. There are a total of 1,377 resource items available free of cost (no rental or service charges). The source and availability index is a useful section providing names and addresses of the organizations from which materials can be obtained with special directions when required.

Job Title Revisions to Eliminate Sex- and Age-Referent Language from the Dictionary of Occupational Titles, 3rd Ed. (1975).

U.S. Government Printing Office, Superintendent of Documents.
Audience: Teachers, grades 9–Adult.
Purchase price: $4.30 (softbound, 363 pp.).

Supplement III to ***Dictionary of Occupational Titles.***

Occupational Specialist Modules.

Panhandle Area Educational Cooperative (PAEC).
See "List of Florida B2 Modules Related to Employability Skills" p. 75.

Selected Characteristics of Occupations by Worker Traits and Physical Strength, 3rd Ed. (1968).

U.S. Government Printing Office, Superintendent of Documents.
Audience: Teachers, grades 9–Adult.
Purchase price: $2.35.

This is a supplement for the ***Dictionary of Occupational Titles*** which lists jobs by worker traits with subdivisions by level of strength required.

Strategies For Implementing Work Experience Programs (1975).

McKnight Publishing Company.
Audience: Teachers, grades 9–12.
Purchase price: $19.95 (loose-leaf notebook, approx. 300 pp.).

The 12 sections of the notebook contain information relating to work experience programs. The topics covered are background of work experience programs, planning a program, developing program policy, public relations, related instruction, career development, evaluation and reporting, funding, legal responsibilities, management and paper-flow, program elements and bibliography. This notebook is part of the ***World of Work Series.***

Student's Personal Adjustment to Work (1973).

University of Texas, Instructional Materials Services.
Audience: Teachers, grades 9–12.
Purchase price: $12.95 (51 transparencies; manual, 324 pp.).

This consists of a manual and transparencies on safety and other employability skills topics. The manual includes units on career education, safety, career guidance, job application and resignation, job attitudes and relations, personal traits, money and banking, the role of the consumer, school relations, civic responsibilities and the future of the student. The transparencies deal with work habits and interpersonal relations.

Student Materials

● **Agricultural Work Experience Series (1971-73).**

Ohio State, Ohio Agricultural Education Curriculum Materials Service.
Grades 7–Adult.
Purchase price: $.30 (booklet, 15-30 pp., illus.).

The booklets in this series are not specifically related to agriculture. They consist of information, exercises situations, and thought questions oriented toward the disadvantaged student. Titles in series: ***Getting Your Job, Getting Started on Your Job, Getting Along on Your Job, Deciding on and Locating Your Kind of Job, Savings and Checking Accounts, Credit, Keeping Your Records Straight, Budgeting and Spending, Taking Care of Yourself, Building an Insurance Program.***

The Art of Developing a Career (1974, 1975).

Human Resource Development Press.
Grades K–6, 7–8, 9–Adult.
Price: $9.95 (Helper's Guide, softbound, 250 pp.); $6.95 (Student's Guide, softbound, 180 pp.); $5.54 (***Get a Job,*** softbound, 180 pp.); $3.95 (***How Who Develops His Career,*** softbound, 50 pp.); $3.45 (***How Who Finds a Job,*** softbound, 50 pp.).

The series includes a student's guide for grades 9–adult, a helper's guide for teachers and two cartoon-format booklets, ***How Who Finds a Job*** grades K–6, and ***How Who Develops His Career*** grades 7–8. The series teaches career decision-making skills.

◙ **Automotive (1972).**

Allied Education Council.
Grades 7–Adult.
Purchase price: $2.70 (workbook, 169 pp.).

This is an illustrated vocabulary-building workbook. Series title: ***Career Education Program.*** Additional titles in series: ***Appliances, Home and Health.*** Spanish version will be available in the near future.

● **Basic Essentials of Mathematics, Part I and Part II (1975).**

Steck-Vaughn Company.
Grades 9–Adult.
Purchase price: $1.35 (each workbook, 96 pp. each); $.25 (1 answer sheet; free with 5 or more copies of workbook).

Basic Essentials of Mathematics consists of two workbooks (***Part I*** and ***Part II***) intended for use with adults of low reading ability (reading level is 5–9). The workbooks explain basic mathematical operations, measurements, graphs and proportions.

Basic Industrial Mathematics (1972).

McGraw-Hill Book Company, Webster Division.
Grades 9–12.
Purchase price: $3.96 (1 workbook, 130 pp.; answer key).

This is a text workbook for vocational students.

Basic Mathematics Simplified (1974).

Delmar Publishers.
Grades 9–12.
Purchase price: $7.35 (combined edition, hardbound, 368 pp.); $5.70 (combined edition, softbound, 368 pp.); $3.90 (fundamentals edition, 187 pp.); $1.50 (1 teacher's guide).

The book may be used to teach a complete math course or a refresher course. The four basic arithmetic processes are outlined as they are used with whole numbers, fractions, and decimals. Material on algebraic equations, geometric shapes and constructions, and trigonometric functions is included.

Career Development Program (1975).

Science Research Associates, Incorporated (SRA).
Grades 9–10.
Purchase price: $30.50 (25 SRA scored ***Career Development Inventories***); $17.00 (10 ***Career Development Planning Notebooks***); $9.25 (package of spirit masters for duplication of response pages in ***Career Development Planning Notebook***).

This is a comprehensive program to assist students in career planning. Through a variety of experiences, students develop self-awareness in relation to available careers and corresponding life-styles. The ***Career Development Planning Notebooks*** are reusable, as duplicates of the consumable response pages can be made from the available spirit masters. The notebooks and ***Career Development Inventories*** may be used together or separately.

● **A Career In the Modern Office (1969).**

McGraw-Hill Book Company, Gregg Division.
Grades 9–12.
Purchase price: $2.96 (each workbook, 144 pp. each). Florida state adopted price: $1.68 (each workbook, 144 pp. each).

The series is geared toward students in business education classes who have encountered difficulties with conventional textbooks. Titles in series: ***Opportunities in Today's Office, Making the Most of Yourself, Making the Most of Your Skills, Getting the Right Job.*** Florida state adopted text.

Decisions and Outcomes (1973).

College Board Publication Orders.
Grades 10–12.
Purchase price: $4.00 (student workbook; leader's guide); $3.00 (leader's guide; free with order of 20 or more workbooks); $2.50 (student workbook). 20 per cent discount on orders of 100 or more workbooks.

A course of study on decision-making, including units on values analysis, information acquisition and decision strategies. ***Deciding*** is available in similar format and content for grades 7-9.

Student Materials

Effective English for Business Communication (1970).

South-Western Publishing Company.
Grades 9–Adult.
Purchase price: $5.88 (hardbound text, 688 pp.; 1 teacher's manual); $1.59 (workbook). Florida state adopted price: $4.35 (hardbound text, 688 pp.; 1 teacher's manual).

This textbook aids in teaching skills necessary for business communication. A companion workbook, ***Study Projects for Effective English for Business Communication,*** is also available. Florida state adopted text.

- **Finding Your Job (1968-74).**

The Finney Company.
Grades: Special education.
Purchase price: $272.50 (6 units, 5 wirebound books with 12 monographs each per unit); $24.50 (1 unit, 5 wirebound books with 12 monographs each); $1.50 (***Finding Your Job Workbook,*** 72 pp.).

This program is designed to help slow learners, underachievers, and students in special classes find suitable jobs. The entire program contains 360 titles. The ***Finding Your Job Workbook,*** designed for use with the units, is revised to match new units.

Forms in Your Future (1973).

Globe Book Company.
Grades 6–12.
Purchase price: $2.40 (workbook, 109 pp.).

The workbook contains practice sheets for many of the necessary forms that students will be using when they enter the world of work.

Fun Things for Teaching in Career Education, Vol. I: Puzzles (1974).

American Enterprises, Incorporated.
Grades 3–12.
Purchase price: $5.00 plus $.50 handling charge (softbound, 100 pp.).

Variations of familiar puzzles (crosswords, spirals, etc.) are presented with suggestions for multiple uses in these six major occupational areas: agriculture/natural resources, health/medical, business/office, industrial/technical, home economics, marketing/distribution. There are 20 types of puzzles and activities with answer keys.

- **Getting A Job (1968).**

Fearon Publishers.
Grades 9–Adult.
Purchase price: $2.01 (1 workbook, 96 pp.; 2 teachers' guides).

This is a student workbook oriented toward high school students and adults of low reading ability. The book deals with such topics as how to find a job, what kinds of jobs are available, how to read the want ads and other job search activities.

Guidance Series Booklets.

Science Research Associates, Incorporated (SRA).
Grades 9–12.
Purchase price: $46.75/yr. (Guidance Service Subscription, 4 mailings); $43.00 (45 titles, 1 copy each); $1.12 (1 booklet). Approx. 52 pp. each.

This series contains educational, vocational, personal and social guidance booklets for high school students. Some titles from this series are included in the ***Occupational Exploration Kit.*** See annotation by title under Kits. Sample titles: ***Understanding Our Economy, You and Your Abilities, Choosing Your Career, College Careers and You, Finding Part-Time Jobs, Our World of Work, School Subjects and Jobs, What Employers Want, Your Personality and Your Job, Getting Along With Others, How To Get a Job.*** The ***Guidance Service Subscription,*** available on a yearly basis, keeps the booklet series current by providing 4 mailings a year of updated booklets.

Hello World (1973).

Addison-Wesley Publishing Company.
Grades 10–12.
Purchase price: $23.22 (9 titles, 1 copy each); $2.58 (1 book); $1.68 (***Guide for Developing Reading and Language Skills***); $.99 (1 program guide). Books, softbound, approx. 155 pp. each.

Each book contains up-to-date photographic essays, directed reading and discussion questions, activity suggestions and a self-inventory. Titles in series: ***Business Services, Environmental Control, Transportation, Public Services, Marketing, Food and Lodging Services, Technical Services, Communication Services, Health Services.***

How to Find and Apply for a Job, 3rd Ed. (1975).

South-Western Publishing Company.
Grades 7–Adult.
Purchase price: $1.62 (softbound, 96 pp.).

This booklet addresses itself to marketing one's job skills. It contains information on preparation of data sheets, job sources, writing for an interview, successful interviewing techniques, test-taking skills, completion of application forms, and writing thank-you letters.

- **How to Get a Job and Keep It (1969).**

Steck-Vaughn Company.
Grades 10–Adult.
Purchase price: $1.23 (workbook, 63 pp.); $.25 (1 answer sheet, free with 5 or more copies of workbook).

This workbook, written on a 5-6 reading level, is intended for adults with low reading ability. It includes units on planning to get a job, writing an application letter, completing an application form, interviewing for the job, taking vocation tests, and fulfilling the job obligations. A word list for job applications and tests is also included.

How to Sell Yourself to an Employer (1974).

New York Department of Labor.
Grades 7–Adult.
Purchase price: Free (1 brochure, 1 p.).

This 1-page brochure depicts proper behavior for a job interview. The cartoon format makes it convenient for students to use as a reminder list.

How You Can Get a Better Job (1972).

American Technical Society.
Grades 10–12.
Purchase price: $4.00 (hardback, 192 pp.).

This book contains guidance talks on human relations.

Introducing Career Concepts: Part II (1975).

Science Research Associates, Incorporated (SRA).
Grades 7–9.
Purchase price: $11.25 (25 student inventories); $2.25 (1 teacher's guide).

This material helps the student to relate his self-image to occupational choices. The teacher's guide introduces various concepts concerning careers, while the student inventory motivates students to investigate on their own such questions as: What do I enjoy? What can I do? What do I accept? Very little reading is required of the student. Also available: ***Introducing Career Concepts: Part I,*** for grades 5-7.

● **Job Scene Booklets (1974).**

IPD Publishing Company.
Grades 10–Adult.
Purchase price: $.10 (1 title in ***Attitude Series,*** less for bulk orders); $.08 (1 title in ***Career Booklets Series,*** less for bulk orders). Color, 8 pp. each.

The ***Job Scene Booklets*** includes two series, the ***Career Booklet Series*** and the ***Attitude Series,*** both in comic book format for adults with low reading ability (reading level is grade 3-4). The ***Career Booklets*** describe different occupations, such as machine shop, clerical, and motor transport. The ***Attitude Series*** includes such titles as ***How to Get a Job, Power is Green, Where Now, Vet?*** and ***You're Hired.***

● **Jobs in Your Future (1973).**

Scholastic Book Services.
Grades 9–Adult.
Purchase price: $1.50 (1 teacher's guide, free with 20-39 copies of workbook); $.90 (workbook, 96 pp.).

This high interest, low reading level, paperbound exercise book is for secondary school students who are getting ready to enter the world of work. It covers the skills and attitudes needed to find and keep the right job, advice on how to dress for an interview, telephone manners, and includes practice forms for filling out Social Security and other work related forms. Part of the ***SCOPE Skills Series.***

● **The Job You Want–How to Get It (1975).**

South-Western Publishing Company.
Grades 9–Adult.
Purchase price: $1.65 (softbound, 96 pp.).

This material utilizes a workbook format, a controlled reading level, and a conversational tone. It includes model application forms, data sheets, and letters, with blank forms for practice.

☐ **Lead the Field.**

Nightingale-Conant Corporation.
See annotation by title in Cassette listings.

Manpower and Economic Education: A Personal and Social Approach to Career Education (1973).

Love Publishing Company.
Grades 9–12.
Purchase price: $9.32 (hardbound, 300 pp.); $6.65 (softbound, 300 pp.); $2.00 (1 teacher's manual).

This is a 75 lesson course, field-tested in the eighth, ninth and tenth grades of 8 Ohio schools. The lessons describe how students enhance their employability by investing in the development of knowledge, skills, positive motivation and behavior patterns. The teacher's manual gives perspective to supplementary information, as well as commentary and references.

Mathematics for ––––– (1975).

Delmar Publishers.
Grades 9–12.
Purchase price: $3.94 (***Sheet Metal Fabricators,*** workbook, 260 pp.); $3.75 (***Plumbers & Pipefitters,*** workbook, 199 pp.); $1.25 (1 answer key).

These textbooks contain both principles and problems.

Me and Jobs (1974).

Educational Design, Incorporated.
Grades 6–12.
Purchase price: $3.00 (each workbook, 1-10 copies); $2.80 (each workbook, 11-30 copies); $2.65 (each workbook, 31-100 copies); $2.50 (each workbook, 101-up); $1.00 (1 teacher's guide, free with 11 or more copies of the book).

This student workbook is an introduction to occupational decision-making in which self-exploration techniques are used to approach career exploration. The book is divided into 4 areas: ***Me, Jobs, Me and Jobs, Applications and Interviews.***

Student Materials

- **New Rochester Occupational Reading Series: The Job Ahead (1963).**

  Science Research Associates, Incorporated (SRA).
  Grades 9–Adult.
  Purchase price: $30.75 (1 specimen set: 1 teacher's guide; 3 textbooks, 3 reading levels; 3 series of 5 exercise books, 3 reading levels); $5.65 (1 hardbound textbook); $4.20 (1 series of 5 exercise books); $1.60 (1 teacher's guide).

  This unit provides reading instruction and information about the working world for nonacademic students. The stories emphasize attitudes and skills for success on the job and in society. The text and exercise books are printed at three reading levels (grades 2-5). All text levels cover the same subject matter in the same sequence and have identical covers. Titles of exercise books: ***Starting Work, On the Job, Keeping the Job, Working for the City, Time Out for Leisure.*** Textbooks and exercise books may be used independently of each other.

Occupational Essentials (1972).

h. c. Johnson Press, Incorporated.
Grades 7–Adult.
Purchase price: $7.50 (1 instructor's guide); $4.50 (each workbook, 1-9 copies); $3.95 (each workbook, 10-49 copies); $3.50 (each workbook, 50-99 copies); $2.95 (each workbook, 100 or more copies).

This widely used resource discusses skills and attitudes for employment of students and adults.

Occupational Outlook Handbook (1974-75).

U.S. Government Printing Office, Superintendent of Documents.
Grades 9–Adult.
Purchase price: $8.70 (softbound, 840 pp.).

This basic, comprehensive resource includes a section on "tomorrow's jobs," and over 700 individual occupation reports. Occupations are grouped into related fields. A revised edition is published every 2 years.

- **Occupational Safety (1974).**

  University of Kentucky, Curriculum Development Center.
  Grades 7–Adult.
  Purchase price: $3.50 (softbound, 125 pp.).

  Designed for disadvantaged and handicapped vocational students, this unit provides information and experiences that will help students develop attitudes, acquire knowledge, and grow in their ability to make sound judgements in order to prevent injury to themselves or their fellow workers. Series title: ***Orientation to the World of Work.*** See annotation by title.

- **Orientation to the World of Work (1973).**

  University of Kentucky, Curriculum Development Center.
  Grades 7–Adult.
  Purchase price: $33.00 (11 titles, 1 copy each; softbound, approx. 115 pp. each).

  This series helps prepare disadvantaged and handicapped students for the transition from vocational orientation and preparation to the actual world of work. Titles in series: ***Personal Development, Introduction to Orientation to the World of Work, Learning About Jobs, How to Keep a Job, The Role of Work in Our Society, Self-Appraisal for Employment, Taxes Affecting the Worker, Handling Your Paycheck, Occupational Safety*** (see annotation by title), ***Job Application and the Interview, Teacher's Handbook.***

Personality Development for Business, 4th Ed. (1973).

South-Western Publishing Company.
Grades 9–Adult.
Purchase price: $3.99 (hardbound, 256 pp.; 1 teacher's manual).

This is the new title for the fourth edition of a text formerly entitled ***Business Behavior.*** The book takes a problematic approach to handling on-the-job relationships and dealing with the public.

- **Popeye Careers Comic Books (1973).**

  King Features.
  Grades 7–Adult.
  Purchase price: $20.00 (1 minimum refill order); $5.25 (1 sample set); $.35 (each comic, 1-25 copies); $.30 (each comic, 26-99 copies); $.25 (each comic, 100-499 copies); $.24 (each comic, 500-999 copies); $.22 (each comic, 1000-5000 copies). Approx. 32 pp. each.

  These 15 comic books featuring Popeye cartoon characters deal with occupations within each of the 15 Office of Education job clusters.

Practical Problems in Math Series (1974-5).

Delmar Publishers.
Grades 9–12.
Purchase price: $3.90 (———***for Welders***); $3.90 (———***for Consumers***); $3.12 (———***for Machinists***); $2.85 (———***in Metric***); $2.76 (———***for Carpenters***); $2.76 (———***for Printing Technicians***); $2.70 (———***for Sheet Metal Technicians***); $2.22 (———***for Auto Technicians***); $2.22 (———***for Masons***); $2.22 (———***for Electricians***); $1.95 (Spanish version, ———***for Electricians***); $1.10 (2 answer keys). Workbook.

This series of workbooks is available for related math instruction in the major trades as listed above.

- **Semi-Skilled Careers Kit (constant revision).**

  Careers, Incorporated.
  Grades 7–12.
  Purchase price: $48.50 (150 career briefs, summaries, job guides, updating service for 1 year); $9.00/yr. (renewal of updating service).

  This kit may be used by students who are potential dropouts or who plan no additional formal training beyond high school. It is designed to stimulate career planning and decision-making. Included are 150 career briefs, summaries and job guides on semi- and unskilled jobs. Titles of similar kits: ***Senior Career-Guidance Service, Industrial Careers Kit.***

Shop Mathematics (1976).

Bruce Publishing Company.
Grades 9–12.
Purchase price: $8.96 (1 hardbound teacher's edition); $6.72 (hardbound, 416 pp.).

This book contains basic operations, trigonometry, and shop mathematics applications directed to the vocational student.

- **Specific Skill Reading Series (1965).**

  Barnell Loft, Limited.
  Grades 9–Adult.
  Purchase price: $72.25 (1 set of 8 booklets, 10 copies of each; 1 answer sheet; 1 record sheet; 1 teacher's manual); $67.50 (1 multi-level set of 48 booklets); $1.15 (1 booklet). Softbound, approx. 20 pp. each.

  The purpose of the series is to develop reading skills. Booklets 1-5 are written on different reading levels, grades 1-8. Booklets 6-8 are written on reading levels, grades 1-6 only. The series can be ordered by Title Set (10 copies of same title at one reading level) or by Multi-level Sets (5 titles with 4 copies of each at one reading level, 1 copy of each at level above, 1 copy of each at level below). Titles in series: ***Detecting the Sequence, Using the Context, Working With Sounds, Following Directions, Locating Answers, Getting the Facts, Drawing Conclusions, Getting the Main Idea.***

Student's Personal Adjustment to Work.

University of Texas, Instructional Materials.
See listing in ***Transparencies/Spirit Masters*** section.

Succeeding in the World of Work (1975).

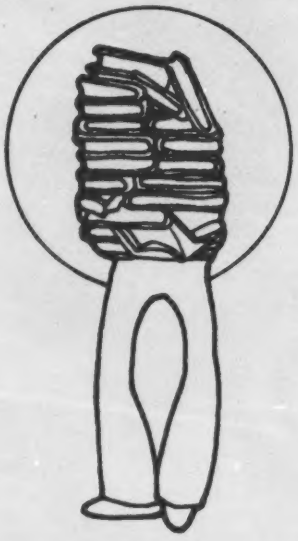
McKnight Publishing Company.
Grades 9–12.
Purchase price: $6.99 (1 hardbound textbook, 330 pp.; 1 teacher's guide free if requested); $1.98 (1 workbook, 270 pp.).

This set provides a general preparation for adult work life. It assists in setting life and career goals, understanding one's self and the American economy. Included are such topics as entering the world of work, you and work, job choices and opportunities, applying for a job, you, your employer, and your co-workers, your progress on the job, personal effectiveness, a self-inventory, and money management. The workbook, ***Activity Manual for Succeeding in the World of Work,*** is often used independently of the text.

- **Turner Career Guidance Series (1974).**

  Follett Publishing Company.
  Grades 10–12.
  Purchase price: $7.20 (1 series of 6 workbooks); $1.65 (1 teacher's guide); $1.20 (1 workbook).

  The six workbooks in this series contain stories of the practical job experience of several young men and women broken into 138 daily lessons. Each workbook deals with a major concern of occupational and career experience: identifying aptitudes, skills and abilities; taking on-the-job training; working at a specific occupation; seeking a new job through necessity; developing skills and responsibility; finding satisfaction in a career. The series gives background information on qualifications and education, training and education, training and expectations in many occupational fields. In addition, it presents information on the forms, procedures and operations of the world of work. Titles in series: ***Wanting a Job, Training for a Job, Starting a Job, Looking for a Job, Holding a Job, Changing a Job.***



Student Materials

Vocational and Technical Mathematics in Action (1969).

Hayden Book Company, Incorporated.
Grades 9–11.
Purchase price: $9.15 (hardbound, 352 pp.); $6.85 (softbound, 352 pp.); $1.75 (1 teacher's guide, 24 pp.).

Topics covered include percentages, fractions, decimals, graphing, proportions, trade formulas, applied geometry, and indirect measurement. Transparencies are also available.

- **Vocational-Technical Language (1973).**

The Cambridge Book Company.
Grades 10–Adult.
Purchase price: $2.52 (softbound, approx. 80 pp.). Florida state adopted price: $2.50.

This is one booklet from the ***Reading Line Series,*** which is a program designed to develop reading skills in various content areas. Additional booklets, at the same price and in similar format, are available in the following areas: business, English language and literature, mathematics, science, and social science. The ***Reading Line Series*** is Florida state adopted.

Why Young People Fail to Get and Hold a Job (1974).

New York Department of Labor.
Grades 7–Adult.
Purchase price: Free (1 booklet, 16 pp.).

This booklet, developed by the N.Y. State Employment Service, discusses 13 reasons why young people either fail to get a job or to hold the job they've gotten. Brief case studies illustrate each reason for failure.

- **World of Work Kit (1969).**

McGraw-Hill Book Company, Webster Division.
Grades 7–Adult.
Purchase price: $111.00 (50 titles, 20 copies each); $2.10 (1 title, 20 copies); $.99 (1 teacher's guide). Florida state adopted price: $69.60 (50 titles, 20 copies each).

This collection of 50 illustrated fictional booklets is designed for junior and senior high school students, with particular emphasis on the urban, non-college bound student who may enter the job market at an early age. Each booklet, through a story or playlet, exposes the student to a new dimension of the world of work; stories are open-ended to prompt discussion. Multiple choice and short-answer questions at the end of each story assist the student in identifying key points in each selection. The kit is divided into 3 sections: "Getting the Job," "Keeping the Job," "Advancing on the Job." Booklets are written at a 5th grade reading level. Florida state adopted text.

- **You and Your Job (1968).**

J. G. Ferguson Publishing Company.
Grades 9–Adult.
Purchase price: $24.95 (5 titles, 10 copies of each); $3.00 (5 titles, 1 copy of each); $2.95 (1 teacher's manual).

This set of booklets is oriented toward the disadvantaged student. The set consists of 5 booklets covering choosing, finding, getting and keeping a job.

- **Your Attitude Is Changing (1966).**

Science Research Associates, Incorporated (SRA).
Grades 9–Adult.
Purchase price: $3.60 (softbound, 217 pp.). Florida state adopted price: $3.60.

This book takes a topical approach for students of low (6th grade) reading ability. There is a companion book by the same author entitled ***Your Attitude is Showing.*** Florida state adopted text.

- **Your Job and Your Future (1968).**

McGraw-Hill Book Company, Webster Division.
Grades 7–12.
Purchase price: $1.29 (each workbook).

This material includes 2 workbooks; one deals with employability, the other with specific occupations. Both are directed toward the educationally disadvantaged in urban areas.

Transparencies / Spirit Masters

Attributes of Character (1973).

3M Company, Visual Products Division.
Grades 7–12.
Purchase price: $2.75 (20 transparency masters).

This is one in a series of sets of transparency masters. Other sets related to employability skills: ***Organizing Time to Achieve Goals, Introduction to Listening*** (23 visuals), ***Fundamentals of Grooming*** (23 visuals), ***Career Preparation: Forms and Terms*** (12 visuals). Availability and price should be checked with local 3M distributor.

● **Career Crosswords (1973).**

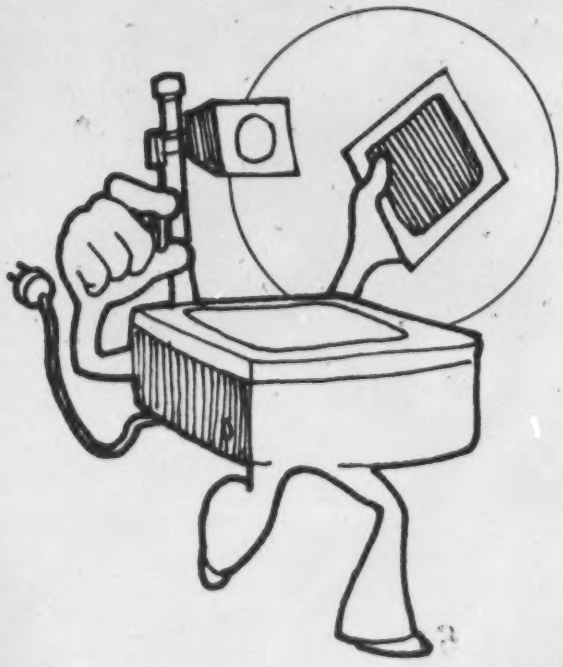
Scholastic Book Services.
Grades 7–12.
Purchase price: $9.95 (16 transparencies, 16 spirit masters).

The crossword puzzles in these transparencies contain information about part-time jobs, job benefits, jobs for the future, etc. High interest, low reading level.

Career Math (1974).

Visual Materials, Incorporated (VMI).
Grades 9–12.
Purchase price: $7.75 (12 color transparencies, 14 spirit masters); $3.65 (14 spirit masters).

This presentation is one of a set of spirit masters designed to help students in the development of specific skills. Each includes a pretest and posttest to aid the teacher in evaluating how well students are learning the material.



Employ-Ability (1970).

South-Western Publishing Company.
Grades 9–12.
Purchase price: $185.00 (10 sets of 8 transparencies, 1 teacher's guide each); $18.50 (8 transparencies, 1 teacher's guide).

This title stresses the concept that finding and keeping the right job involves developing appropriate skills, forming the right business attitudes, and seeking a job that fits one's abilities. Series title: ***Personal Development Transparency Series.*** Additional titles in the series: ***Dress-Ability, Ethics-Ability, Image-Ability, Job-Getting Ability*** (see annotation by title), ***Personality-Ability, Promote-Ability, Quality-Ability, Success-Ability, Time-Ability.***

Exploring Careers (1974).

Educational Design Incorporated.
Grades 6–12.
Purchase price: $35.00 (52 transparencies for 16 lessons, 1 teacher's guide).

● **Getting Applications Right (1973).**

Scholastic Book Services.
Grades 7–10.
Purchase price: $5.40 (8 transparencies, 8 spirit masters).

These transparencies and spirit masters deal with sample applications and forms such as Social Security, job applications, driver's license, and auto loans. An application vocabulary is included. High interest, low reading level.

● **Guide to Finding a Job (1965).**

Scott Education Division.
Grades 7–12.
Purchase price: $32.50 (13 overlays, 7 transparencies, 1 teacher's guide).

This set is designed primarily to prepare disadvantaged youth in terminal educational programs for finding and holding jobs but can also be used with general students. Topics covered include job sources, applications, withholding exemption, payroll deductions.

How To Get a Job (1974).

Visual Materials, Incorporated (VMI).
Grades 9–12.
Purchase price: $7.75 (12 color transparencies, 14 spirit masters); $3.65 (14 spirit masters).

This is one in a series of easy-to-use duplicator master sets which includes pretests and posttests, and 12 individual worksheet-lessons, each with an objective, information, and student exercise.

Interpreting the Kuder E General Interest Survey (1973).

Science Research Associates, Incorporated (SRA).
Grades 9–12.
Purchase price: $9.68.

This transparency program is designed to help students interpret their Kuder E scores in each interest area and explains how these scores can be used as a starting point for career exploration. It also suggests ways for students to follow-up by using various occupation information systems.

● **I Want a Job Set (1964).**

United Transparencies, Incorporated.
Grades 7–Adult.
Purchase price: $27.50 (15 transparencies, 1 student workbook, 1 teacher's guide).

These transparencies contain sections on Social Security cards, interviews, job applications, keeping a job, etc. A preview filmstrip is available. This presentation can be used with the educationally retarded.

Job-Getting Ability (1970).

South-Western Publishing Company.
Grades 9–12.
Purchase price: $185.00 (10 sets of 8 transparencies, 1 teacher's guide each); $18.50 (8 transparencies, 1 teacher's guide).

This set makes the point that in order to obtain the desired job, each individual must carry out certain pre-employment procedures such as investigating the job market, applying for a position, and completing the job interview. Series title: ***Personal Development Transparency Series.*** Additional titles in the series: ***Dress-Ability, Ethics-Ability, Image-Ability, Personality-Ability, Promote-Ability, Quality-Ability, Success-Ability, Time-Ability.***

☐ **Knowledge Needed to Obtain Work (1973).**

Science Research Associates, Incorporated (SRA).
Grades 9–Adult.
Purchase price: $50.00 (64 transparencies, 1 looseleaf notebook text); $8.00 (100 wallet cards).
Spanish version available at no additional cost.

This transparency program illustrates how to select and apply for a job. The transparencies are grouped into seven topics: selecting a job, finding employment openings, filling out an application, preparing to take an employment test, preparing for the interview, etc. The accompanying text elaborates on key statements made on the transparencies. Hand-out wallet cards giving key statements from each transparency are available.

Language Arts Skills (1973).

Visual Materials, Incorporated (VMI).
Grades 10–12.
Purchase price: $23.50 (5 sets, 40 spirit masters each); $4.75 (40 spirit masters).

This series of spirit masters is designed to help students in the development of skills in language arts. Each set includes a pretest and posttest to aid the teacher in evaluating how well students are learning the material. Spirit masters can be made into transparencies or hand-outs. Additional titles in series: ***Vocabulary, Reading, Writing, Listening and Visual Skills, Grammar.***

Preparing for Interviews (1974).

Visual Materials Incorporated (VMI).
Grades 9–12.
Purchase price: $7.75 (12 color transparencies, 14 spirit masters); $3.65 (14 spirit masters).

Included in the program are situation worksheets and role-playing exercises to prepare students for job interviews. It also includes a pretest, posttest, and progress chart.

● **Student's Personal Adjustment to Work (1973).**

University of Texas, Instructional Materials Services.
Grades 7–12.
Purchase price: $12.95 (324 pp. manual; 51 transparencies).

Manual and transparencies on safety, and other employability skills topics. The manual includes units on career education, career safety, career guidance, job application and resignation, job attitude and relations, personal traits, money and banking, the role of the consumer, school relations, civic responsibilities and the future of the student. The transparencies deal with work habits and interpersonal relations.

● **Succeeding at Work (1969).**

United Transparencies, Incorporated.
Grades 7–Adult.
Purchase price: $192.50 (7 sets of 15 transparencies).

These seven transparency sets are designed to prepare people for their first job and can be used with underprivileged young adults.

Free and Inexpensive Materials 65

Helpful Names and Addresses 71

List of Florida B2 Modules Related to Employability Skills 75

Publishers' Addresses 77

Title Index 83

Free and Inexpensive Materials[1]

When ordering, give specific titles desired and enclose payment, if any. When possible, orders should be on school or organizational stationery.

Academic Guidance

Arco Publishing Company, Incorporated, 219 Park Avenue South, New York, NY 10003. Titles include:

How to Become a Successful Student. 1965. 160 pp. $1.25.

Practice for Scholastic Aptitude Tests. 1968. 273 pp. $.95.

The Student's Guide. 254 pp. $1.45.

Bausch & Lomb, Incorporated, Rochester, NY 14602.

Awards and Scholarships Programs. 12 pp. Free.

Enoch Pratt Free Library, 400 Cathedral Street, Baltimore, MD 21201.

Going Around in Academic Circles. 1969. 4 pp. $.15.

Prudential Insurance Company of America, Public Relations Department, Box 36, Newark, NJ 07101.

Facing Facts About Your College Career. Revised 1968. 31 pp. Free.

Public Affairs Committee, Incorporated, 381 Park Avenue South, New York, NY 10016. Public Affairs Pamphlet titles include:

Evening College—The Big Second Chance. 1968. 20 pp. $.25.

Guide to Success in College. 1967. 20 pp. $.25.

U.S. Army, Department of the Army, Headquarters, U.S. Army Recruiting Command, Hampton, VA 23369. Titles include:

Wouldn't It Be the Smart Thing for You to Stay in School? 1969. 8 pp. Free.

U.S. Government Printing Office, Washington, DC 20402. Titles include:

Detours: The Road Ahead for College Graduates.

Job Horizons for College Women. Bulletin No. 288. 1967. 83 pp. Single copy free; additional copies $.35 each; 25 per cent discount on 100 or more copies.

Accounting

Accounting Careers Council, Box 650 Radio City Station, New York, NY 10019. Titles include:

Accounting Is Business Leadership. 8 pp. Free in reasonable quantities.

What's It Like to Be An Accountant? 24 pp. Single copy free.

United Business School Association, Guidance Department, 1730 M Street, N.W., Washington, DC 20036.

Accounting for Your Future. 23 pp. Free.

Advertising

American Advertising Federation, 1225 Connecticut Avenue, N.W., Washington, DC 20036. Titles include:

The Commercial Artist. 2 pp. Free.

The Copywriter. 2 pp. Free.

Questions and Answers About Advertising. 6 pp. Free.

Archaeology

Archaeological Institute of America, 260 West Broadway, New York, NY 10013. Titles include:

Archaeology as a Career. 1970. 11 pp. Single copy free; additional copies $.10 each.

Fieldwork Opportunities. 1971. Unpaged. $.25.

Architecture

The American Institute of Architects, 1785 Massachusetts Avenue, N.W., Washington, DC 20036.

Designing A Better Tomorrow. 1969. 15 pp. Single copy free.

Aviation

National Aerospace Education Council, Suite 310, Shoreham Building, 806 15th Street, N.W., Washington, D.C. 20005.

Career Opportunities In Aviation. 1967. 24 pp. $.50.

Business

Sportshelf, P.O. Box 634, New Rochelle, NY 10802. Titles include:

Your Best Business Behavior. 1971. 23 pp. $.50.

United Business Schools Association, Guidance Department, 1730 M Street, N.W., Washington, DC 20036. Titles include:

Accounting for Your Future. 1971. 23 pp. Free.

Don't Forget the Private Business School. 1971. 2 pp. Free.

Excitement: Travel Career as an Overseas Secretary. Leaflet. Free.

Your Career as a Legal Secretary. Leaflet. Free.

Your Career as a Secretary. 1969. 22 pp. Free.

Career Guidance

General Motors Corporation Public Relations Staff, General Motors Building, Detroit, MI 48202.

General Motors Career Guidance Series. Illustrated booklets describing jobs, job needs, skills. Titles include:

Can I Be An Engineer? Single copy free.

Can I Get the Job? Single copy free.

Prudential Insurance Company of America, Public Relations Department, Box 36, Newark, NJ 17101.

Facing Facts About Career Opportunities for the High School Graduate. Revised 1969. 31 pp. Free.

Facing Facts About Preparing for Your Future. 1971. 32 pp. Free.

Public Affairs Committee, Incorporated, 381 Park Avenue South, New York NY 10016.

New Careers: Real Jobs and Opportunity for the Disadvantaged. 1968. 24 pp. $.25.

The United Educators, Incorporated, Tangley Oaks Educational Center, Lake Bluff, IL 60044.

Careers. 19 pp. Single copy free; additional copies $.12 each.

U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20210.

[1]Adapted from *Free and Inexpensive Learning Materials*, 1972, George Peabody College for Teachers.

65

The Job Information Service. Reprinted from ***The Occupational Outlook Quarterly,*** Vol. 17, No. 4. Winter, 1973. Up to 35 copies free.

Occupational Outlook for the Mid-1980's. Reprinted from ***The Occupational Outlook Quarterly,*** Vol. 18, No. 4. Winter, 1974. Up to 35 copies free.

What's Job Clustering All About? Reprinted from ***The Occupational Outlook Quarterly,*** Vol. 17, No. 4. Winter, 1973. Up to 35 copies free.

U.S. Government Printing Office. Washington, DC 20402.

Counseling Girls Toward New Perspectives. 1966. 8 pp. Single copy free; $.35 per copy; 25 per cent discount on 100 or more copies.

Job Horizons for College Women. Bulletin No. 288. Single copy free; $.35 per copy; 25 per cent discount on 100 or more copies.

Chemistry

American Chemical Society. 1155 16th Street, N.W., Washington, DC 20036. Titles include:

A.C.S. List of Approved Schools. 1960. 5 pp. Free to students and counselors.

Chemistry and Your Career. Reprint 1960. 20 pp. Single copy free.

Is Chemical Technology the Career for You? 12 pp. Single copy free.

A Different Career in Chemistry. 4 pp. Free to students and counselors.

Manufacturing Chemists Association. 1825 Connecticut Avenue, N.W., Washington, DC 20007.

A Bright Future for You as a Chemical Technician. 1966. 12 pp. Up to 6 copies free; additional copies $.10 each.

Careers Ahead in the Chemical Industry. 1970. 16 pp. Free.

A Dozen Reasons Why Young People Choose Chemical Industry Careers. 4 pp. Up to 10 copies free.

Sources of Career Information in Scientific Fields. 1970. 28 pp. Six copies free; additional copies $.05 each.

The Salesmen's Association of the American Chemical Industry. 79 Madison Avenue, New York, NY 10016.

Careers in Chemical Marketing. 1968. 12 pp. Free.

Civil Service

Federal Job Information Centers. 275 Peachtree Road, N.E., Atlanta, GA 30303. Titles include:

Opportunities in the Federal Civil Service for Returning Peace Corps Volunteers. Leaflet. 1969. Free.

Computer Careers

American Federation of Information Processing Societies. 210 Summit Avenue, Montvale, NJ 07645.

Careers, Computers, and You. 1970. 11 pp. $.25.

Business Equipment Manufacturers Association. 1828 L Street, N.W., Washington, DC 20036.

Computer Careers. 1968. 24 pp. $.40.

Criminal Justice

National Council on Crime and Delinquency. 291 Route 17, Paramus, NJ 07652.

Careers In The Criminal Justice System: Police, Courts, Probation, Institution Training and Treatment, Parole, Aftercare. 1969. 8 pp. Free.

Dietetics

The American Dietetic Association. 620 North Michigan Avenue, Chicago, IL 60611.

Dietetics—How Sweet It Is. Leaflet. 1971. Single copy free.

Disadvantaged

American Foundation for the Blind. 15 West 16th Street, New York, NY 10011. Titles include:

If Your Client is Blind. Leaflet. Free.

Visually Handicapped Workers In Recreation Services. 14 pp. Free.

Visually Handicapped Workers in Service Occupations in the Food Service and Lodging Industries. 14 pp. Free.

Why Not Hire A Blind Person? Leaflet. Free.

For Your Consideration: Five Careers. Revised 1967. 12 pp. Free.

Public Affairs Committee, Incorporated. 381 Park Avenue South, New York, NY 10016.

New Careers: Real Jobs and Opportunity for the Disadvantaged. 1968. 24 pp. $.25.

Employability Skills

Alumnae Advisory Center, Incorporated. 541 Madison Avenue, New York, NY 10022. Titles include:

The Job Interview. Revised 1970. 14 pp. $.50.

Your Letter is You. 1968. 8 pp. $.25.

Sportshelf. P.O. Box 634, New Rochelle, NY 10802.

How to Make the Most of Your Experience. 1971. 15 pp. $.50.

Observation Pays Off. 1971. 15 pp. $.50.

Productivity and Your Job. 1971. 15 pp. $.50.

Six Success Steps. 1971. 15 pp. $.50.

What It Takes To Be Lucky. 1971. 15 pp. $.50.

Your Best Business Behavior. 1971. 15 pp. $.50.

Your Image Is Showing. 1971. 15 pp. $.50.

U.S. Department of Labor. Bureau of Labor Statistics. Washington, DC 20210.

Occupational Outlook Quarterly. Issued quarterly. $5.40 per year.

Student Reprints from ***Occupational Outlook Quarterly.*** Up to 35 copies free. Titles include:

Beginner's Guide to Work.

What Are Earnings?

66

U.S. Government. Consumer Information. Public Documents Distribution Center. Pueblo, CO 81003.

Merchandising Your Job Talents. Revised 1974. 24 pp. $.50 per copy; 25 per cent discount on purchase of 100 or more copies.

A Working Woman's Guide to Her Job Rights. 1974. 38 pp. $.60 per copy; 25 per cent discount on purchase of 100 or more copies.

The Young Worker. 1975. 2 pp. Free.

Vocational Publications. P.O. Box 8282, Spokane, WA 99203. Titles include:

Tips for Job Hunters. 1970. 32 pp. 1-4 copies $.55 each; 5 or more copies $.50 each.

Engineering

American Society of Civil Engineers. 345 East 47th Street, New York, NY 10017. Titles include:

Is Civil Engineering for You? 1970. 13 pp. Single copy free.

Engineers Council for Professional Development. 345 East 46th Street, New York, NY 10017. Titles include:

Sources of Engineering Career Information. 17 pp. Single copy free.

Sources of Engineering Technology Career Information. 14 pp. Single copy free.

Engineers Joint Council. 345 East 47th Street, New York, NY 10017. Titles include:

Job Prospects of 1971 Graduates. 4 pp. $1.00.

A Profile of the Engineering Profession. 36 pp. $1.00.

General Motors Corporation Public Relations Staff. General Motors Building, Detroit, MI 48202. Titles include:

Can I Be An Engineer? Single copy free.

Careers, Incorporated. Largo, FL 33540. Titles include:

Engineers. $.35.

Society for Women Engineers. United Engineering Center, Room 305. 345 East 47th Street, New York, NY 10017. Titles include:

Engineering Career Opportunities. Single copy free.

Wanted: More Women Engineers in Agricultural Engineering. Single copy free.

Wanted: Women Engineers, and More Chance for Them. Single copy free.

Society of Petroleum Engineers of Aime. 6200 North Central Expressway, Dallas, TX 75206.

Careers In Petroleum Engineering. 1968. 18 pp. Free.

U.S. Department of Labor. Employment Standards Administration. Women's Bureau. Washington, DC 20210. Titles include:

Why Not Be an Engineer? Leaflet 41. 1971. Single copy free; additional copies $.10 each.

Floral Industry

The Society of American Florists. 901 Washington Street, Alexandria, VA 22314.

Careers in the Floral Industry. Leaflet. Free.

Foreign Service

U.S. Department of State. Division of Employment. Washington, DC 20520. Titles include:

Communications and Records Assistants. Assignment: Worldwide With the U.S. Dept. of State. 1971. 12 pp. Single copy free.

Foreign Service Secretaries. Assignment: Worldwide With the U.S. Dept. of State. 1971. 16 pp. Single copy free.

Secretaries, Stenographers, Typists. Assignment: Washington, D.C. With the U.S. Dept. of State. 1970. 14 pp. Single copy free.

Forestry

U.S. Government Printing Office. Washington, DC 20402. Titles include:

Forestry Schools in the U.S. 1970. 17 pp. $.15.

Geophysics

American Geophysical Union. 2100 Pennsylvania Avenue, N.W., Washington, DC 20037.

Geophysics: The Earth In Space. 1970. 11 pp. Free to students and guidance counselors.

Society of Exploration Geophysicists. P.O. Box 3098, Tulsa, OK 74101.

Careers in Exploration Geophysics. Photos. 16 pp. 1-10 copies free; over 10 copies $.25 each.

Home Economics

American Home Economics Association. 2010 Massachusetts Avenue, N.W., Washington, DC 10036.

The Wonderful World of Home Economics. 1 set of 8 leaflets. $.20.

Insurance

Institute of Life Insurance. Educational Division. 277 Park Avenue, New York, NY 10017.

A Life Career. 18 pp. Single copy free.

Journalism

The Newspaper Fund. P.O. Box 300, Princeton, NJ 08540. Kit of approximately 12 pieces of journalism career information. Free to students. Titles in kit include:

Annual Journalism Scholarship Guide. 142 pp.

Where They Went to Work, 1964-68; a Five-Year Employment Report on Journalism Graduates. 1969. 24 pp.

Labor and Employment (Florida)

Florida Department of Commerce. Research and Statistics. Tallahassee, FL 32301. Titles include:

Labor Market Trends. Free.

Basic Labor Market Information. Free.

Florida Employment and Unemployment. Free.

Florida Employment Bulletin. Free.

67

Free and Inexpensive Materials

Leadership Techniques

Association Press. 291 Broadway, New York, NY 10007. Titles include:

How to Be a Board or Committee Member. 1953. 64 pp. $1.25.

How to Be a Modern Leader. 1954. 62 pp. $1.25.

How to Develop Better Leaders. 1955. 62 pp. $1.00.

Automotive Parts Rebuilders Association. 255 North Washington Street, Rockville, MD 20850.

Executive Development. 1961. 6 pp. Free.

League of Women Voters Education Fund. 1730 M Street, N.W., Washington, DC 20036.

Getting Something Done: Political Effectiveness and Conference Techniques. 1966. 32 pp. $.30 prepaid.

The Sperry and Hutchinson Company Consumer Services. 3003 East Kemper Road, Cincinnati, OH 45241. Titles include:

Membership Handbook: A Guide for Membership Chairmen. 1966. 24 pp. $.10.

Publicity Handbook: A Guide for Publicity Chairmen. 1965. 24 pp. $.10.

Ways and Means Handbook: A Chairman's Guide to Money-Making Projects. 1964. 32 pp. $.10. Sportshelf. P.O. Box 634, New Rochelle, NY 10802. Titles include:

How's Your Leadership IQ? 1971. 15 pp. $.50.

Mathematics Teaching

National Council of Teachers of Mathematics. 1201 16th Street, N.W., Washington, DC 20036.

Mathematics Teaching As A Career. Leaflet. 1971. Free.

Medical Technologists

Public Affairs Committee, Incorporated. 381 Park Avenue South, New York, NY 10016. Public Affairs Pamphlets titles include:

Wanted: Medical Technologists. 1969. 20 pp. $.25.

U.S. Department of Labor. Employment Standards Administration, Women's Bureau, Washington, DC 20210. Titles include:

Why Not Be a Medical Technologist? Leaflet 44. 1968. 5 pp. Single copy free; additional copies $.10 each.

Meteorology

American Meteorology Society. 45 Beacon Street, Boston, MA 02108.

The Challenge of Meteorology. 1969. 16 pp. Free.

Music

American Music Conference. 3505 East Kilgore Road, Kalamazoo, MI 49002.

Career Opportunities in Music. 2nd printing, 1966. 86 pp. $1.00.

Nursing

American Association for Health, Physical Education, and Recreation. 1201 16th Street, N.W., Washington, DC 20036. Packet of leaflets. Free. Titles in packet include:

This Is School Nursing.

Cowles Communications, Incorporated. 488 Madison Avenue, New York, NY 10022.

Where Did All the Nurses Go? 1968. ***Look*** reprint. 2 pp. $.05.

U.S. Army, Department of the Army. Headquarters, U.S. Army Recruiting Command, Hampton, VA 23369. Titles include:

Financial Assistance and Educational Opportunities for Nursing Students and Registered Nurses. 10 pp. Free.

Oceanography

Miami Seaquarium. Public Information Office. 30 Rickenbacker Causeway, Miami, FL 33149.

So You Want to Be a Marine Scientist? 18 pp. Single copy free; additional copies $.25.

Woods Hole Oceanographic Institution. Woods Hole, MA 02543. Titles include:

A Reader's Guide to Oceanography. 1968. 22 pp. Free.

Questions and Answers. 1970. 13 pp. Free.

Optics

American Optometric Association. Division of Public Information. 7000 Chippewa Street, St. Louis, MO 63119. Titles include:

Optometry. Leaflet. Single copy free.

Optometry For You. Leaflet. Single copy free.

What is An Optometrist? Leaflet. Single copy free.

Optical Society of America. 2100 Pennsylvania Avenue, N.W., Washington, DC 20037.

Your Career in Optics. 24 pp. Up to 100 copies free.

U.S. Department of Labor. Employment Standards Administration, Women's Bureau. Washington, DC 20210. Titles include:

Why Not Be an Optometrist? Leaflet 42. 1968. 5 pp. Single copy free; additional copies $.10 each.

68

Personal Guidance

Administrative Research Associates. Irvine Town Center. Box 4211, Irvine, CA 92664. Titles include:

Living With Yourself. 1970. 64 pp. Single copy $1.00; 6-10 copies $.90 each; 11 or more copies $.80 each.

Understanding People and Getting Along With Them. 1970. 64 pp. Single copy $1.00; 6-10 copies $.90 each; 11 or more copies $.80 each.

Sportshelf. P.O. Box 634, New Rochelle, NY 10802. Titles include:

Boredom—What To Do About It. 1971. 15 pp. $.50.

Do You Follow Through? 1971. 15 pp. $.50.

The Fine Art of Concentration. 1971. 15 pp. $.50.

Five Keys to Better Decisions. 1971. 15 pp. $.50.

How to Beat Nervous Tension. 1971. 15 pp. $.50.

How to Make People Like You. 1971. 15 pp. $.50.

How's Your Leadership IQ? 1971. 15 pp. $.50.

Pharmacy

American Pharmaceutical Association. 2115 Constitution Avenue, N.W., Washington, DC 20027.

See Your Future in Pharmacy. 1970. 16 pp. Single copy free.

U.S. Department of Labor. Employment Standards Administration. Women's Bureau. Washington, DC 20210. Titles include:

Why Not Be a Pharmacist? Leaflet 43. 1968. 5 pp. Single copy free; additional copies $.10 each.

Physics

American Institute of Physics, Incorporated. 335 East 45th Street, New York, NY 10017. Titles include:

List of Colleges and Universities Offering Physics Majors. Revised August 1968. 7 pp.

Physics as a Career. 1966. 24 pp.

Podiatry

American Podiatry Association. Attention: Department of Public Affairs. 20 Chevy Chase Circle, N.W., Washington, DC 20015. Titles include:

Doctor of Podiatric Medicine—Partner for Health. July 1969. 4 pp. Single copy free; $4.00 per 100.

Students—Consider a Career in Podiatry. May 1969. 6 pp. Single copy free; $4.00 per 100.

Public Relations

U.S. Department of Labor. Employment Standards Administration. Women's Bureau. Washington, DC 20210. Titles include:

Why Not Be a Public Relations Worker? Leaflet 46. 1968. Single copy free; additional copies $.10 each.

Rehabilitation

American Occupational Therapy Association. 251 Park Avenue South, New York, NY 10010.

Occupational Therapy Handbook. 1965. 15 pp. Single copy free.

National Easter Seal Society for Crippled Children and Adults. 2023 West Ogden Avenue, Chicago, IL 60612. Titles include:

Facts About Careers in Rehabilitation. 2 pp. Free.

Want to Help Make the World Better? Leaflet. 1968. Single copy free.

Secretarial

Careers, Incorporated. Largo, FL 33540. Titles include:

Legal Secretary. $.20.

The National Secretaries Association. 616 East 63rd Street, Kansas City, MO 64110.

Secretarial Career Kit. One kit free.

United Business Schools Association. Guidance Department. 1730 M Street, N.W., Washington, DC 20036. Titles include:

Excitement: Travel Career as an Overseas Secretary. Leaflet. Free.

Your Career as a Legal Secretary. Leaflet. Free.

Your Career as a Secretary. 1969. 22 pp. Free.

U.S. Department of State. Division of Employment. Washington, DC 20520. Titles include:

Foreign Service Secretaries. Assignment: Worldwide With the U.S. Department of State. 1971. 16 pp. Single copy free.

Secretaries, Stenographers, Typists. Assignment: Washington, D.C. With the U.S. Department of State. 1970. 14 pp. Single copy free.

Social Work

American Public Welfare Association. 1313 East 60th Street, Chicago, IL 60637.

The Career That Makes A Difference! Folder. $.05.

Family Service Association of America. 44 East 23rd Street, New York, NY 10016.

Unlocking Human Resources: A Career in Social Work. 1971. 24 pp. $.25.

Trucking

Educational Services. Public Relations Department. American Trucking Associations, Incorporated. 1616 P Street, N.W., Washington, DC 20036. Titles include:

Directory of Transportation Education in U.S. Colleges and Universities. 4 pp. Free.

Employment Outlook in Driving Occupations. 12 pp. Free.

Occupational Outlook for Truck and Bus Mechanics. 4 pp. Free.

69

Free and Inexpensive Materials

Urban Planning

American Institute of Planners. Room 800, 917 15th Street, N.W., Washington, DC 20005.

The Challenge of Urban Planning. 1970. 6 pp. Free.

U.S. Department of Labor. Employment Standards Division, Women's Bureau, Washington, DC 20210. Titles include:

Why Not Be an Urban Planner? Leaflet. 1970. 5 pp. Single copy free; additional copies $.10 each.

U.S. Military

U.S. Army, Department of the Army. Headquarters, U.S. Army Recruiting Command, Hampton, VA 23369. Titles include:

The 8 Week Challenge. 1971. 44 pp. Free.

Financial Assistance and Educational Opportunities for Nursing Students and Registered Nurses. 10 pp. Free.

The Secret of Getting Ahead. 1970. 40 pp. Free.

U.S. Coast Guard. Public Information Division. Washington, DC 20591.

United States Coast Guard Academy—Counselor's Handbook. 1968. 21 pp. Free.

OASD (M&RA). DACOWITS. Room 3D281, the Pentagon, Washington, DC 20301.

WOMEN IN THE ARMED FORCES PAMPHLETS. Free in quantities up to 100. Titles include:

Careers in the Medical Services.
Careers for Women in the Armed Forces.
Educational Programs.
For You, An Officer's Career in the U.S. Armed Forces.
Women in the Armed Forces.
Your Daughter's Role in Today's World.
A Large Measure of Dedication.

Wildlife Conservation

Careers, Incorporated. Largo, FL 33540. Titles include:

Wildlife Specialist. $.35.

Winchester-Western Division OLIN. Conservation Department, East Alton, IL 62024.

Careers in Wildlife Conservation. 36 pp. Single copy free; additional copies $.15 each.

Women

Society for Women Engineers. United Engineering Center, Room 305. 345 East 47th Street, New York, NY 10017. Titles include:

Engineering Career Opportunities. Single copy free.

Wanted: More Women Engineers in Agricultural Engineering. Single copy free.

Wanted: Women Engineers, and More Chance for Them. Single copy free.

OASD (M&RA). DACOWITS. Room 3D281, the Pentagon, Washington, DC 20301.

WOMEN IN THE ARMED FORCES PAMPHLETS. Free in quantities up to 100. Titles include:

Careers in the Medical Services.
Careers for Women in the Armed Forces.
Educational Programs.
For You, An Officer's Career in the U.S. Armed Forces.
Women in the Armed Forces.
Your Daughter's Role in Today's World.
A Large Measure of Dedication.

U.S. Department of Labor. Employment Standards Administration, Women's Bureau, Washington, DC 20210. Titles include:

Why Not Be an Engineer? Leaflet 41. 1971. 5 pp. Single copy free; additional copies $.10 each.

Why Not Be a Medical Technologist? Leaflet 44. 5 pp. Single copy free; additional copies $.10 each.

Why Not Be an Optometrist? Leaflet 42. 1968. 5 pp. Single copy free; additional copies $.10 each.

Why Not Be a Pharmacist? Leaflet 43. 1968. 5 pp. Single copy free; additional copies $.10 each.

Why Not Be a Public Relations Worker? Leaflet 46. 1968. 5 pp. Single copy free; additional copies $.10 each.

Why Not Be a Technical Writer? Leaflet 47. 1971. 5 pp. Single copy free; additional copies $.10 each.

Why Not Be an Urban Planner? Leaflet 49. 1970. 5 pp. Single copy free; additional copies $.10 each.

U.S. Government. Consumer Information. Public Documents Distribution Center. Pueblo, CO 81003. Titles include:

A Working Woman's Guide to Her Job Rights. 1974. 38 pp. $.60. 25 per cent discount on 100 or more copies.

U.S. Government Printing Office. Washington, DC 20402. Titles include:

Counseling Girls Toward New Perspectives. 1966. 88 pp. Single copy free; $.35 per copy in quantities; 25 per cent discount on 100 or more copies.

Job Horizons for College Women. 1967. Bulletin No. 288. Single copy free; $.35 per copy in quantities; 25 per cent discount on 100 or more copies.

Writing

U.S. Department of Labor. Employment Standards Administration. Women's Bureau. Washington, DC 20210. Titles include:

Why Not Be a Technical Writer? Leaflet 47. 1971. 5 pp. Single copy free; additional copies $.10 each.

Additional Listings of Free and Inexpensive Materials

Educators Guide to Free Films, 34th ed., 1974, Educators Progress Service, Incorporated. $12.75.

Educators Guide to Free Guidance Materials, 13th ed., 1974, Educators Progress Service, Incorporated. $8.75.

Free and Inexpensive Materials, 1972, George Peabody College for Teachers. $3.00.

Selected Free Materials for Classroom Teachers, 4th ed., 1971, Lear Siegler, Incorporated. $2.50.

70

Helpful Names and Addresses[1]

Agriculture

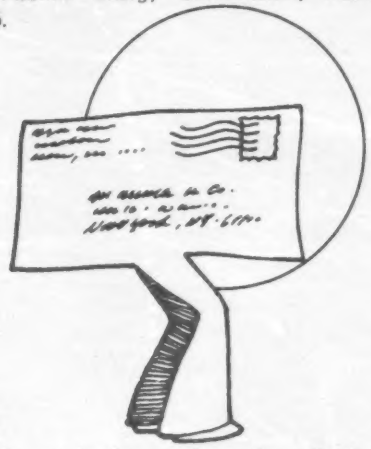
Contact county extension offices; or the Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, FL 32601; or the Extension Service, U.S. Department of Agriculture, Washington, DC 20250.

Architecture

The American Institute of Architects, 1785 Massachusetts Avenue, N.W., Washington, DC 20036.

Atomic Energy

U.S. Atomic Energy Commission, Washington, DC 20545.



Aviation

Aircraft mechanics: Information Retrieval Branch, Federal Aviation Administration Library, HY-630, Federal Aviation Administration, Washington, DC 20553.
Aircraft, missile and spacecraft: National Aeronautics and Space Administration, Washington, DC 20546.
Air traffic controllers: Information Retrieval Branch, Federal Aviation Administration Library, HY-630, Federal Aviation Administration, Washington, DC 20553.
Flight engineers: Flight Engineers' International Association, 100 Indiana Avenue, N.W., Washington, DC 20001.
Pilot and copilot: Air Line Pilots Association, International 1329 E Street, N.W., Washington, DC 20004.

Bakers

National Bakers Association, 1700 Pennsylvania Avenue, N.W., Washington, DC 20006.

Business Administration

Accountants: National Association of Accountants, 505 Park Avenue, New York, NY 10022.
Advertising workers: American Advertising Federation, 1225 Connecticut Avenue, N.W., Washington, DC 20036.
Marketing research workers: Small Business Administration, Washington, DC 20416.
Personnel workers: American Society for Personnel Administration, 19 Church Street, Berea, OH 40017.
Public relations workers: The Information Center, Public Relations Society of America, Incorporated, 845 Third Avenue, New York, NY 10022.

Chemists

American Chemical Society, 1155 Sixteenth Street, N.W., Washington, DC 20415.

Clergymen

Contact your local clergy.

Clerical and Related

Clerical workers: Contact your state employment office for information concerning positions of bookkeepers, cashiers, file clerks, office machine operators, receptionists, typists and telephone operators.
Electronic computer personnel: Data Processing Management Association, 505 Busse Highway, Park Ridge, IL 60068.
Programmers: Processing Management Association, 505 Busse Highway, Park Ridge, IL 60068.
Stenographer and secretary: The Institute for Certifying Secretaries, 616 East 63rd Street, Kansas City, MO 64110.

Conservation

Foresters: U.S. Department of Agriculture, Forest Service, Washington, DC 20250.
Forestry aides: U.S. Department of Agriculture, Forest Service, Washington, DC 20250.
Range managers: Bureau of Land Management, Denver Service Center, Federal Center Building 50, Denver, CO 80225

Construction

Brick layers: Brick Layers, Masons, and Plasterers' International Union of America, 815 Fifteenth Street, N.W., Washington, DC 20005.
Building trades: American Federation of Labor and Congress, International Union of America, 815 Sixteenth Street, N.W., Washington, DC 20006.
Carpenters: United Brotherhood of Carpenters and Joiners of America, 101 Constitution Avenue, N.W., Washington, DC 20001.
Cement Masons: Brick Layers, Masons and Plasters' International Union of America, 815 Fifteenth Street, N.W., Washington, DC 20005.
Operating engineers (construction): International Union of Operating Engineers, 1125 Seventh Street, N.W., Washington, DC 20036.
Plumbers and pipe fitters: National Association of Plumbing-Heating-Cooling Contractors, 1016 20th Street, N.W., Washington, DC 20036.
Sheet metal workers: Sheet Metal Workers' International Association, 1000 Connecticut Avenue, N.W., Washington, DC 20036.

[1] Adapted from ***Choosing Your Career***, c 1973, Educational Services.

71

Helpful Names and Addresses

Counseling

Employment counselors: National Employment Counselors Association, 1607 New Hampshire Avenue, N.W., Washington, DC 20005.
Rehabilitation counselors: National Rehabilitation Counseling Association, 1522 K Street, N.W., Washington, DC 20005.
School counselors: American School Counselors Association, 1607 New Hampshire Avenue, N.W., Washington, DC 20009.

Drivers

American Trucking Association, 1616 P Street, N.W., Washington, DC 20007.

Electronics

Electronic Industries Association, 2001 I Street, N.W., Washington, DC 20001.

Engineers

Aerospace engineers: American Institute of Aeronautics and Astronautics, Incorporated, 1290 Avenue of the Americas, New York, NY 10019.
Agricultural engineers: American Society of Agricultural Engineers, 2590 Niles Road, St. Joseph, MI 49085.
Civil engineers: American Society of Civil Engineers, 345 East 47th Street, New York, NY 10017.
Electrical engineers: Institute of Electrical and Electronic Engineers, 345 East 47th Street, New York, NY 10017.
Mechanical engineers: American Society of Mechanical Engineers, 345 East 47th Street, New York, NY 10017.

FBI Special Agents

The Federal Bureau of Investigation, U.S. Department of Justice, Washington, DC 20535.

Firefighters

International Association of Firefighters, 905 Sixteenth Street, N.W., Washington, DC 20006.

Floor Covering Installers

Carpet and Rug Institute, Empire State Building, New York, NY 10001.

Health Service

Dental assistants: Division of Dental Health, Public Health Service, U.S. Department of Health, Education and Welfare, Washington, DC 20201.
Dental hygienists: Division of Dental Health, Public Health Service, U.S. Department of Health, Education and Welfare, Washington, DC 20201.
Dental laboratory technicians: American Dental Association, Council on Dental Education, 211 East Chicago Avenue, Chicago, IL 60611.
Dentists: Dental Association, Council on Dental Education, 211 East Chicago Avenue, Chicago, IL 60611.
Hospital attendants: Division of Career and Recruitment, American Hospital Association, 840 North Lake Shore Drive, Chicago, IL 60611.
Licensed practical nurses: ANA-NLN Committee on Nursing Careers, American Nurses' Association, 10 Columbus Circle, New York, NY 10019.
Medical assistants: American Association of Medical Assistants, 200 East Ohio Street, Chicago, IL 60611.
Medical laboratory workers: American Society of Medical Technologists, Suite 1600, Hermann Professional Building, Houston, TX 77025.
Medical record librarians: The American Medical Record Association, 875 North Michigan Avenue, Suite 1850, Chicago, IL 60611.
Occupational therapists: American Occupational Therapy Association, 251 Park Avenue South, New York, NY 10010.
Optometrists: Optometric Association, 7000 Chippewa Street, St. Louis, MO 63119.
Osteopathic physicians: American Osteopathic Association, 212 East Ohio Street, Chicago, IL 60611.
Pharmacists: American Pharmaceutical Association, 2215 Constitution Avenue, N.W., Washington, DC 20037.
National Pharmaceutical Council, Incorporated, 1030 Fifteenth Street, N.W., Washington, DC 20005.
Physicians: Association of Medical Colleges, One DuPont Circle, N.W., Washington, DC 20036.
Registered nurses: ANA-NLN Committee on Nursing Careers, American Nurses' Association, 10 Columbus Circle, New York, NY 10019.
Surgical technicians: Association of Operating Room Technicians, Incorporated, 8085 East Prentice, The Denver Technological Center, Englewood, CO 80110.

Home Economists

American Home Economics Association, 2010 Massachusetts Avenue, N.W., Washington, DC 20036.

Law Enforcement

Police officers: International Association of Chiefs of Police, 11 Firstfield Road, Gaithersburg, MD 20760.
State police officers: Contact your state civil service commission.

Lawyers

Information Service, The American Bar Association, 1155 East 60th Street, Chicago, IL 60637.

72

Machinists

The National Machine Tool Builders Association, 2139 Wisconsin Avenue, N.W., Washington, DC 20007.

Mechanics and Repairmen

Air-conditioning, refrigeration and heating mechanics: Refrigeration Service Engineers Society, 433 North Waller Avenue, Chicago, IL 60644.
Automobile body repairmen: Automotive Service Industry Association, 230 North Michigan Avenue, Chicago, IL 60601.
Automobile mechanics: Automotive Service Industry Association, 230 North Michigan Avenue, Chicago, IL 60601.
Business machine servicemen: Contact local dealers who sell typewriters, adding and dictating machines, as well as branch office of national companies. Technical and vocational schools offer training.
Diesel mechanics: International Association of Machinists and Aerospace Workers, 1300 Connecticut Avenue, N.W., Washington, DC 20036.
Farm equipment mechanics: Farm and Industrial Institute, 850 Wrigley Building, N, 410 North Michigan Avenue, Chicago, IL 60611.
Motorcycle mechanics: Contact local state employment office or local dealers.
Television and radio servicemen: National Alliance of Television Association, 5908 South Troy Street, Chicago, IL 60629.
Watch repairmen: American Watchmakers Institute, P.O. Box 11011, Cincinnati, OH 45211.

Mining

American Association of Petroleum Geologists, P.O. Box 979, Tulsa, OK 74101.

Music Teachers

Music Educators National Conference, The National Education Association, 1201 Sixteenth Street, N.W., Washington, DC 20036.

Plumbers and Pipe Fitters

National Association of Plumbing-Heating-Cooling Contractors, 1016 20th Street, N.W., Washington, DC 20036.

Printing

Printing Industries of America, Incorporated, 1730 North Lynn Street, New York, NY 10020.

Recreation workers

National Industrial Recreation Association, 20 North Wacker Drive, Chicago, IL 60606.

Sales

Automobile parts counterman: Automotive Service Industry Association, 20000 K Street, N.W., Washington, DC 20006.
Insurance agents: The Life Underwriter Training Council, 1922 F Street, N.W., Washington, DC 20006.
Real estate sales: National Association of Real Estate Boards, Department of Education, 155 Superior Street, Chicago, IL 60611.
Retail trade salesworkers: The National Retail Merchants Association, 100 West 31st Street, New York, NY 10001.

Service

Barbers: National Association of Barber Schools, Incorporated, 750 Third Avenue, Huntington, WV 25701.
Cooks and chefs: Culinary Institute of America, Incorporated, 393 Prospect Street, N.W., New Haven, CT 06511.
Cosmetologists: National Beauty Career Center, 3839 White Plains Road, Bronx, NY 10467.

Sheet Metal Workers

Sheet Metal Workers' International Association, 1000 Connecticut Avenue, N.W., Washington, DC 20036.

Social Service Aides

Contact your city, county or state welfare departments, departments of recreation or local community action agency.

Technicians

Draftsmen: American Federation of Technical Engineers, 1126 Sixteenth Street, N.W., Washington, DC 20036.
Engineering and science technicians: National Council of Technical Schools, 1835 K Street, N.W., Washington, DC 20006.
Food processing technicians: Contact your school counselor.

United States Government Publications

U.S. Civil Service Commission, Washington, DC 20415.
U.S. Department of Agriculture, Washington, DC 20515.
U.S. Department of Commerce, Bureau of the Census, Washington, DC 20233.
U.S. Department of Defense, Washington, DC 20305.
Includes:
U.S. Air Force
U.S. Army
U.S. Coast Guard
U.S. Marine Corps
U.S. Navy
U.S. Department of Labor, Washington, DC 20210.
U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402. (Write for catalogs listing vocational monographs.)

73

List of Florida B2 Modules Related to Employability Skills

The modules listed below are a series of individualized components originally designed to provide training in competencies necessary or desirable for the job of Occupational Specialist. However, the target competencies may be valuable to classroom teachers, counselors, and other persons working to enhance their capabilities for helping students to further career education goals. The modular format is used to provide maximum flexibility for potential users from a variety of backgrounds.

For an overview of a suggested full-scale training program, the reader may wish to examine the ***Training Manual,*** as well as other companion modules. Titles of other materials in this series are listed below:

	CASSETTE TAPES	BOOKLET
Training Manual: Occupational Specialist Program		3.00
Community Resources (Appendix A)		.30
Communications Skills (Appendix B)		.95
Using the Occupational Outlook Handbook (OOH) in Vocabulary Guidance (Appendix C)		.35
Developing and Maintaining Career Information (Appendix D)	1 tape @ 1.75	.85
Apprentice Programs (Appendix E)		1.20
Decision Making (Appendix F)		.60
Using Tests in Vocational Counseling and Guidance (Appendix G)	2 tapes @ 1.75	1.75
Identification of the Potential and Actual Early School Leaver (Appendix H)		1.45
Identifying and Securing Job Placements (Appendix I)		2.25
Follow-up of Job Placements (Appendix J)		.90
Career Education (Appendix K)		1.40
Development of a Career Education Lesson Plan (Appendix L)		1.30
Audio Visual Aids (Appendix M)		.50
Assessing Career Guidance Service (Appendix N)	2 tapes @ 1.75	.75
Follow-up Studies (Appendix O)	1 tape @ 1.75	.45
Values in Vocational Decision-Making		.85
Answer Key for Post Assessments Not Included in the Modules (Appendix P)		

Order from:

Panhandle Area Educational Cooperative (P.A.E.C.)
Post Office Drawer 190
Chipley, Florida 32428

Publishers' Addresses

A

Addison-Wesley Publishing Company
9 Dunwoody Park, Suite 120
Atlanta, GA 30341

AIMS Instructional Media Services
626 Justin Avenue
Glendale, CA 91201

Allied Education Council
Box 78
Galien, MI 49113

American Educational Films
132 Lasky Drive
Beverly Hills, CA 90212

American Enterprises, Incorporated
P. O. Box 10021
Tallahassee, FL 32303

American Medical Association
535 North Dearborn Street
Chicago, IL 60610

American Personnel and Guidance Association
1607 New Hampshire Avenue, N.W.
Washington, DC 20009

American Technical Society
848 East 58th Street
Chicago, IL 60637

American Vocational Association, Incorporated
1510 H Street, N.W.
Washington, DC 20005

B

Barnell Loft, Limited
958 Church Street
Baldwin, New York 11510

The Bobbs-Merrill Company
4300 West 62nd Street
Indianapolis, IN 46268

Milton Bradley Company
Springfield, MA 01101

Bruce Publishing Company
100 West Brown Street
Riverside, NJ 08075

C

The Cambridge Book Company
488 Madison Avenue
New York, NY 10022

Capitol Publications, Incorporated
Suite G-12
2430 Pennsylvania Avenue, N.W.
Washington, DC 20037

Careers, Incorporated
P. O. Box 135
Largo, FL 33540

Changing Times Education Service
1729 H Street, N.W.
Washington, DC 20006

Churchill Films
662 North Robertson Boulevard
Los Angeles, CA 90069

College Board Publication Orders
College Entrance Examination Board
888 Seventh Avenue
New York, NY 10019

Compulearn, Incorporated
100 Stanwix Street
Pittsburg, PA 15222

Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306

Coronet Instructional Media
65 East Southwater Street
Chicago, IL 60601

Creative Visuals
P. O. Box 1911
Big Spring, TX 79720

Curriculum Innovations, Incorporated
Publications and Subscriptions Offices
501 Lame Forest Avenue
Highland, IL 60040

D

Dartnell Corporation
4660 North Ravenswood Avenue
Chicago, IL 60604

Delmar Publishers
P. O. Box 5087
Albany, NY 12205

E

Education Achievement Corporation
P. O. Box 7310
Waco, TX 76710

Educational Design, Incorporated
47 West 13th Street
New York, NY 10011

Educational Progress Division
P. O. Box 45663
Tulsa, OK 74145

Educators Progress Service, Incorporated
214 Center Street
Randolph, WI 53956

Encyclopedia Britannica Educational Corporation
425 North Michigan Avenue
Chicago, IL 60611

Eye Gate House
146–01 Archer Avenue
Jamaica, NY 11435

Publishers' Addresses

F

Fairchild Publications, Incorporated
7 East 12th Street
New York, NY 10003

Fawcett Publications, Incorporated
Fawcett Building
Greenwich, CT 06830

F. W. Faxon Company, Incorporated
15 Southwest Pack Street
Westwood, MA 02090

Fearon Publishers
6 Davis Drive
Belmont, CA 94002

J. G. Ferguson Publishing Company
6 North Michigan Avenue
Chicago, IL 60602

Finney Company
3350 Gorham Avenue
Minneapolis, MN 55426

Florida Comptroller's Office
Room 340, Carlton Building
Tallahassee, FL 32304

Florida Department of Commerce
Bureau of Employment Services
Tallahassee, FL 32304

Florida Department of Commerce
Bureau of Research and Statistics
Tallahassee, FL 32304

Florida Department of Commerce
Bureau of Workmen's Compensation
Tallahassee, FL 32304

Florida Department of Commerce
Film Library
Tallahassee, FL 32304

Florida Department of Education
Division of Vocational Education
Tallahassee, FL 32304

Florida State University
Career Education Center
415 North Monroe Street
Tallahassee, FL 32301

Florida Vocational Association
P. O. Box 837
Oviedo, FL 32765

Follett Publishing Company
1010 West Washington Boulevard
Chicago, IL 60607

G

Globe Book Company
175 Fifth Avenue
New York, NY 10010

Government Printing Office
See U.S. Government Printing Office

Grolier Educational Corporation
Attention: Robert Hall, General Manager
Instructional Systems Division
845 Third Avenue
New York, NY 10022

Guidance Associates
757 Third Avenue
New York, NY 10017

H

Harvest Labs, Incorporated
P. O. Box 4309
East Providence, RI 02914

Hayden Book Company, Incorporated
50 Essex Street
Rochelle, NJ 07662

Houghton Mifflin Company
666 Miami Circle
Atlanta, GA 30324

Human Resource Development Press
P. O. Box 222
Amherst, MA 01602

Human Service Press
5530 Wisconsin Avenue, N.W.
Washington, DC 20015

I

Indiana Career Resource Center
1201-1209 South Greenlawn Avenue
South Bend, IN 46615

Instructional Simulations, Incorporated
2147 University Avenue
St. Paul, MN 55114

IPD Publishing Company, Incorporated
461 Park Avenue South
New York, NY 10016

J

h. c. Johnson Press, Incorporated
820 South Michigan Avenue
Chicago, IL 60605

Charles A. Jones Publishing Company
4 Village Green, S.E.
Worthington, OH 43085

K

King Features
235 East 45th Street
New York, NY 10017

Kiplinger Washington Editors, Incorporated
1729 H Street, N.W.
Washington, DC 20006

Knowledge Aid
6633 West Howard Street
Niles, IL 60648

L

Learning Resources Company
202 Lake Miriam Drive
Lakeland, FL 33803

Love Publishing Company
6635 East Villanova Place
Denver, CO 80222

M

Macmillan Professional Magazines, Incorporated
22 West Putnam Avenue
Greenwich, CT 06830

Macmillan Publishing Company, Incorporated
Front and Brown Street
Riverside, NJ 08075

McGraw-Hill Book Company
California Testing Bureau (CTB)
100 Colony Square, Suite 1801
Atlanta, GA 30361

McGraw-Hill Book Company
Gregg Division
1221 Avenue of the Americas
New York, NY 10020

McGraw-Hill Book Company
Webster Division
1221 Avenue of the Americas
New York, NY 10020

McGraw-Hill Company
Career Education News
230 West Monroe Street
Chicago, IL 60606

McGraw-Hill Films
1221 Avenue of the Americas
New York, NY 10020

McKnight Publishing Company
P. O. Box 2854
Bloomington, IL 61701

N

National Audiovisual Center
General Services Administration
Washington, DC 20409

National Safety Council
425 North Michigan Avenue
Chicago, IL 60611

National Vocational Guidance Association
1607 New Hampshire Avenue, N.W.
Washington, DC 20009

New York Department of Labor
Public Information Office
2 World Trade Center, Room 7315
New York, NY 10047

Nightingale-Conant Corporation
6677 North Lincoln Avenue
Chicago, IL 60645

North Carolina State University
National Center for Occupational Education
P. O. Box 5096
Raleigh, NC 27607

O

Ohio State Department of Education
Agricultural Education Curriculum Materials Service
Columbus, OH 43210

The Ohio State University
Center for Vocational Education
Attention: Product Utilization
1960 Kenny Road
Columbus, OH 43210

The Ohio State University
Department of Photography and Cinema, Film Library
156 West 19th Avenue
Columbus, OH 43210

Oxford Films, Incorporated
1136 North Las Palmas Avenue
Los Angeles, CA 90038

P

Panhandle Area Educational Cooperative (P.A.E.C.)
P. O. Box 190
Chipley, FL 32428

Parker Brothers, Incorporated
190 Bridge Street
Salem, MA 01970

J. C. Penney Educational Service
1301 Avenue of the Americas
New York, NY 10019

The Personnel Journal, Incorporated
Box 239
Swarthmore, PA 19081

Prakken Publications, Incorporated
416 Longshore Drive
Ann Arbor, MI 48107

R

Relevant Productions, Incorporated
P. O. Box 68
Indian Rocks Beach, FL 33535

Roundtable Films, Incorporated
113 North San Vincente Boulevard
Beverly Hills, CA 90212

S

Sandler Films
1001 North Poinsettia Place
Hollywood, CA 90046

Scholastic Book Services
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Scholastic Testing Service,
Incorporated
480 Meyer Road
Bensonville, IL 60106

Science Research
Associates (SRA)
259 East Erie Street
Chicago, IL 60611

Scott Education Division
104 Lower Westfield Road
Holyoke, MA 01040

Society for Visual
Education (SVE)
1345 Diversey Parkway
Chicago, IL 60614

South-Western Publishing Company,
Incorporated
5101 Madison Road
Cincinnati, OH 45227

Sperry Rand Corporation
New Holland Division
Franklin and Roberts Avenue
New Holland, PA 17557

State of Illinois
Division of Vocational and
Technical Education
1035 Outer Park Drive
Springfield, IL 62706

Steck-Vaughn Company
P. O. Box 2028
Austin, TX 78767

Sterling Educational Films
241 East 34th Street
New York, NY 10016

T

Teaching Resources Films
2 Kisco Plaza
Mount Kisco, NY 10549

3M Company
Visual Products Division
3M Center
St. Paul, MN 55101

Robert C. Trethaway
15 South Franklin Street
Wilkes Barre, PA 18701

The 2000 Company
325 North Newport Boulevard
Newport Beach, CA 92660

U

United Transparencies,
Incorporated
P. O. Box 688
Binghampton, NY 13902

University of Kentucky
Curriculum Development Center
151 Taylor Education Building
Lexington, KY 40506

University of Texas at Austin
Instructional Materials Services
Division of Extension
Austin, TX 78712

U.S. Department of Labor
Bureau of Labor Statistics
Washington, DC 20210

U.S. Department of Labor
Manpower Administration
Washington, DC 20210

U.S. Government Printing Office
Superintendent of Documents
Washington, DC 20402

V

Visual Materials, Incorporated
2549 Middlefield Road
Redwood City, CA 94063

W

Westinghouse Learning Corporation
100 Park Avenue
New York, NY 10017

H. Wilson Corporation
555 West Taft Drive, North
South Holland, IL 60473

Title Index

A

- ● The ABC's of Getting and Keeping a Job 29
- Abstracts of Instructional and Research Materials in Vocational and Technical Education (ARM/ARM) 49
- The Adolescent Experience: Setting Goals 29
- The Adolescent Experience: Shaping Identity 29
- ● Agricultural Work Experience Series 55
- American Vocational Journal 49
- Applying for a Job 23
- ☐ Are You Ready for a Job? 23
- Armed Services Vocational Aptitude Battery (ASVAB II) 47
- The Art of Developing a Career 55
- Attributes of Character 61
- ◘ Automotive 55

B

- ● Basic Essentials of Mathematics, Part I and Part II 55
- Basic Industrial Mathematics 55
- Basic Job Skills: Handling Criticism 23
- Basic Job Skills: Handling Responsibility 23
- Basic Job Skills: Working With Money 23
- Basic Labor Market Information 37
- Basic Mathematics Simplified 55
- Black Americans at Work 29
- But What Can a Girl Do? 29

C

- Career Activity Book 37
- ☐ Career Awareness 23
- ● Career Crosswords 61
- Career Decisions: Finding, Getting and Keeping a Job 43
- Career Development 49
- Career Development: Education for Living 43
- Career Development Program 55
- Career Development Resources 53
- Career Digest 49
- Caree. Directions 43
- Career Education 23
- Career Education: A ERIC Bibliography 0349 53
- Career Education in the Language Arts Program 37
- Career Education News 49
- Career Games 41
- ● A Career in the Modern Office 55
- Career Math 61
- Career Maturity Inventory 47
- Careers 41
- Careers and Attitudes 23
- Careers in the Office: Applying For a Job 24
- ☐ Careers in the Office: Choosing a Job 24
- Careers in the Office: Communicating With the Public 24
- Careers in the Office: Getting a Promotion 24
- ☐ Careers in the Office: Working Together 24
- Career Values: What Really Matters to You? 29
- Career World 49
- Challenge, Change and Choice 24
- Changing Times 49
- The Changing Work Ethic 30
- Choosing Your Career 30
- College? It's Up to You 30
- Compulearn Career Education Program 43
- Consumer 41
- Consumer Sense 21
- Consumer Skills: Budgeting Your Money 24
- ● Creating Your Future 43

D

- Decisions and Outcomes 55
- Dictionary of Occupational Titles 53
- Discovery 30
- ● Dropping Out 24
- ● Dropping Out: Road to Nowhere 30

E

- Education Digest 49
- Educators Guide to Free Guidance Materials 53
- Effective English for Business Communication 56
- Employ-Ability 61
- Employability Skills Guide for Work Experience Programs 37
- Employability Skills Unit 37
- English on the Job: Listening and Speaking 24
- English on the Job: Reading Skills 24
- English on the Job: Writing Skills 25
- Exploring Careers 61

F

- Finding and Getting a Job 30
- Finding Your Job 30
- ● Finding Your Job 56
- FLIP (Family Life Income Patterns) 41
- Florida Catalog of Occupational Education Objectives: Employability Skills 37
- The Florida Child Labor Law in a Nutshell 37
- Florida Employment Statistics Bulletin 37
- Florida Vocational Association Newsletter 37
- Forms In Your Future 56
- Fun Things for Teaching In Career Education, Vol. I: Puzzles 56

Title Index

G

The Game of Life 41
General Aptitude Test Battery 47
Get That Job: Changing Jobs 25
Get That Job: Line Up Your Interview 25
● Getting a Job 56
● Getting Applications Right 61
Getting Your Money's Worth 31
Guidance Series Booklets 56
Guidepost 49
● Guide to Finding a Job 61

H

Hall Occupational Orientation Inventory 47
Hello World! 56
● How to Apply for a Job 44
How to Find and Apply for a Job 56
How to Get a Job 61
● How to Get a Job and Keep It 56
■ How to Get and Hold a Job 44
How to Sell Yourself to an Employer 57
How to Succeed in the People Business 25
How You Can Get a Better Job 57

I

I Just Work Here 25
Illinois Career Education Journal 49
Improving Your Study Skills 31
Industrial Education 50
Inform 50
Interpreting the Kuder E General Interest Survey 62
Introducing Career Concepts: Part II 57
An Introduction to Value Clarification 44
☐ It's Your Future 25
● It's Your Future 31
● I Want a Job Set 62
I Want To Be 25
I Want to Work for Your Company 25

J

Job Attitudes 31
Job Attitude Series 31
Job-Getting Ability 62
The Job Hunt 21
Job Hunting: Where to Begin 31
Job Interview: Whom Would You Hire? 26
■ Job Opportunities Now 31
Jobs and Advancement: On the Move 27
Jobs and Continuing Education: Ernie Rodriquez Hates School 27
Jobs and Gender 31
Jobs and Interviews: Getting Started 27
Jobs and Their Environment: On the Job 27
● Job Scene Booklets 57
Jobs for High School Students 32
Jobs for Men: Where Am I Going? 27
Jobs for Women: Where Are You Going, Virginia? 27
Jobs—How the Brother Feels 26
● Jobs in Your Future 57
● Job Survival Skills Program Kit 44
A Job That Goes Some Place 32
Job Title Revisions to Eliminate Sex- and Age-Referent Language from the Dictionary of Occupational Titles 53
● The Job You Want—How to Get It 57
Journal of Business Education 50

K

KEYS—Career Exploration 32
☐ Knowledge Needed to Obtain Work 62
Kuder Form E General Interest Survey 47

L

Labor Market Trends 37
Language Arts Skills 62
☐ Lead the Field 21
Life Career 41
Liking Your Job and Your Life 32

M

Making Ends Meet 32
Manpower 50
Manpower and Economic Education: A Personal and Social Approach to Career Education 57
Manpower and Vocational Education Weekly 50
● A Man's Work 21
Mathematics for ———— 57
Me and Jobs 57
Modern Consumer Education 44
☐ Money for Sale 26
Money Management 45
Motivation for Career Success 45
My First Job Series 26

80

N

National Safety News 50
● New Rochester Occupational Reading Series: The Job Ahead 58

O

Occupational Essentials 58
Occupational Exploration Kit 45
Occupational Outlook Handbook 58
Occupational Outlook Quarterly 50
● Occupational Safety 58
Occupational Specialist Modules 75
Office Practice: Manners and Customs 26
Office Practice: Working With Others 26
Office Practice: Your Attitude 26
On The Job: Four Trainees 32
Orange County Career Development Program 38
● Orientation to the World of Work 58

P

The Paycheck Puzzle 32
Personal and Family Management 32
Personal Growth Activities for Middle School—Employability Skills: Parts I, II, III 38
Personality Development for Business 58
Personnel Journal 50
Person-to-Person . . . Making Communications Work for You 26
Plan So Your Money Makes It 38
● Popeye Careers Comic Books 58
Practical Problems in Math Series 58
Preparing for an Interview 33
Preparing for an Office Job 21
Preparing for Interviews 62
Preparing for the World of Work 33
Preparing for Work I 33
Price of Credit 33
Pro-CESS: An Introduction to Career Education 38
Project VIEW (Vital Information for Education and Work) 38

R

■ Reaching the Age of Responsibility 45

S

Safe Foreman 50
Safety in the Shop Film Series 26
School Shop 51
Selected Characteristics of Occupations by Worker Traits and Physical Strength 53
Selecting a Vocation 33
Self-Directed Search for Educational and Vocational Planning 47
● Semi-Skilled Careers Kit 59
Shop Mathematics 59
Shop Safety 33
● Specific Skills Reading Series 59
Strategies for Implementing Work Experience Programs 53
● Student's Personal Adjustment to Work 62
● Succeeding at Work 62
Succeeding in the World of Work 59

T

Tapes of *Forum's* Forum 21
Testing, Testing, Testing 33
That Job Interview 38
Today's Health 51
Today's Secretary 51
Trouble at Work 34
● Turner Career Guidance Series 59

U

Understanding Values 34
Update 51

V

Values and Goals: A Way to Go 27
Vocational and Technical Mathematics in Action 60
The Vocational Education Professional Development Communicator 51
Vocational Guidance Quarterly 51
● Vocational-Technical Language 60

W

What Are Your Work Values and Why? 34
What Do We Look Like to Others? 27
What's It Like? 22
What You Should Know Before You Go to Work 34
Who Can Help You? 34
● Why Not Explore Rewarding Careers 27
Why Work at All? 34
Why Young People Fail to Get and Hold a Job 60
The Women's Prejudice Film 27
Work Habits and Attitudes 34
Workmen's Compensation Insurance Facts for Employees 38
Workmen's Compensation Insurance Facts for Employers 39
The Work Prejudice Film 27
Work Values Auction Game 41
Work Values Inventory 48
WORK: Widening Occupational Roles Kit 45
World of Work 35
☐ World of Work I—On the Job 22
World of Work II—Getting a Job 22
World of Work III—Cross-Vocational Skills and Information 22
● World of Work Kit 60
World of Work Series 22
● World of Work Series 27

Y

You and the Law 35
● You and Your Job 60
● Your Attitude is Changing 60
Your Career in the Florida Sun 39
Your First Week on the Job 35
● Your Job and Your Future 60
Your Job: Applying for It 27
Your Job: Finding the Right One 28
Your Job: Fitting In 28
Your Job: Getting Ahead 28
Your Job: Good Work Habits 28
Your Job Interview 35
Your Job: You and Your Boss 28
Your New Job 28

Your Notes,
Local Resources,
etc.